College of The Albemarle

1983 • 1985

Volume 16, Number 14
June, 1983

WHAT ARE STUDENTS

STUDENTS are the most important people in our college.
STUDENTS are not an interruption of our work—they are the purpose of it.
STUDENTS are a necessary part of our business—they are not outsiders.
STUDENTS are not cold statistics—they are flesh-and-blood human beings, with feelings and emotions like yours and mine.
STUDENTS are people who bring us their needs—it is our privilege to fill those needs.
STUDENTS are deserving of our most courteous and attentive treatment.
STUDENTS are full partners in our effort to cultivate wisdom through knowledge.
STUDENTS are the life blood of this and every college.

Vol. 16 June 1983 No. 14

COLLEGE OF THE ALBEMARLE

Catalog 1983-1985

FOREWORD

All statements in this publication are announcements of present policies and are subject to change at any time without prior notice. College of The Albemarle reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The college also reserves the right to discontinue at any time any programs or courses described in this catalog. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed nor required.

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy not to discriminate on the basis of race, sex, color, national origin, religion, age, or handicap with regard to its students, employees or applicants for admission or employment. Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

Unless otherwise indicated in a college publication, this catalog becomes effective September, 1983 and remains in effect through August, 1985.

MAILING ADDRESS

College of The Albemarle
P. O. Box 2327
Elizabeth City, North Carolina 27909

Telephone (919) 335-0821

1983

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ACADEMIC CALENDAR 1983-854

SUMMER QUARTER 1983

May 9-13	Preregistration.
May 30	Monday. First day of classes.
June 3	Friday. Last day to register or add classes.
June 8	Wednesday. End of refund period.
July 4	Monday. Holiday.
July 5	Tuesday. Last day to withdraw without penalty.
August 8	Monday. Last day of classes.
August 9-12, 15	Tuesday-Friday, Monday. Final exams.
August 15	Monday. Summer quarter ends.
August 17	Wednesday. Commencement.

FIVE-WEEK SESSIONS: SUMMER 1983

FIRST SESSION

May 9-13	Preregistration.
May 30	Monday. Classes begin.
June 1	Wednesday. Last day to register or add classes.
June 15	Wednesday. Last day to withdraw without penalty.
July 4	Monday. Holiday.
July 5	Tuesday. Last day of classes.
July 6	Wednesday. Exams.

SECOND SESSION

May 9-13	Preregistration.
July 7	Thursday. First day of classes.
July 11	Monday. Last day to register or add classes.
July 25	Monday. Last day to withdraw without penalty.
August 11	Thursday. Last day of classes.
August 12	Friday. Exams.
August 17	Wednesday. Commencement.

MINI-QUARTERS: SUMMER 1983

FIRST MINI-QUARTER

May 9-13	Preregistration.
May 30	Monday. First day of classes.
May 31	Tuesday. Last day to register or add classes.
June 7	Tuesday. Last day to withdraw without penalty. End of refund period.
June 20	Monday. Last day of classes.
June 21	Tuesday. Exams.

SECOND MINI-QUARTER

May 9-13	Preregistration.
June 22	Wednesday. First day of classes.
June 23	Thursday. Last day to register or add classes.
July 1	Friday. End of refund period. Last day to withdraw without penalty.
July 4	Monday. Holiday.
July 14	Thursday. Last day of classes.
July 15	Friday. Exams.

THIRD MINI-QUARTER

May 9-13	Preregistration.
July 18	Monday. First day of classes.
July 19	Tuesday. Last day to register or add classes.
July 26	Tuesday. End of refund period. Last day to withdraw without penalty.
August 8	Monday. Last day of classes.
August 9	Tuesday. Exams.
August 17	Wednesday. Commencement.

FALL QUARTER 1983

August 8-12	Preregistration.
September 7	Wednesday. Freshman and transfer student orientation and counseling.
September 8	Thursday. First day of classes.
September 14	Wednesday. Last day to register or add classes.
September 21	Wednesday. End of refund period.
October 12	Wednesday. Last day to withdraw without penalty.
November 16	Wednesday. Last day of classes.
November 17, 18, 21-23	Thursday, Friday, Monday-Wednesday. Exam week.
November 23	Wednesday. Fall quarter ends.

WINTER QUARTER 1983-84

November 7-11	Preregistration
November 29	Tuesday. Freshman and transfer student orientation and counseling.
November 30	Wednesday. First day of classes.
December 6	Tuesday. Last day to register or add classes.
December 13	Tuesday. End of refund period.
December 16	Friday. Christmas holidays begin after last class.
January 2	Monday. Classes resume.
January 17	Tuesday. Last day to withdraw without penalty.
February 21	Tuesday. Last day of classes.
February 22-24, 27, 28	Wednesday-Friday, Monday, Tuesday. Exam week.
February 28	Tuesday. Winter quarter ends.

SPRING QUARTER 1984

February 13-17	Preregistration.
March 1	Thursday. Freshman and transfer student orientation and counseling.
March 2	Friday. First day of classes.
March 8	Thursday. Last day to register or add classes.
March 15	Thursday. End of refund period.
April 5	Thursday. Last day to withdraw without penalty.
April 17	Tuesday. Easter holidays begin after last class.
April 25	Wednesday. Classes resume.
May 17	Thursday. Last day of classes.
May 18, 21-24	Friday, Monday-Thursday. Final exams for spring quarter.
May 24	Thursday. Spring quarter ends.
May 28	Monday. Commencement.

SUMMER QUARTER 1984

May 7-11	Preregistration.
May 30	Wednesday. First day of classes.
June 5	Tuesday. Last day to register or add classes.
June 12	Tuesday. End of refund period.
July 3	Tuesday. Last day to withdraw without penalty.
July 4	Wednesday. Holiday.
August 8	Wednesday. Last day of classes.
August 9, 10, 13-15	Thursday, Friday, Monday-Wednesday. Final exams for summer quarter.
August 15	Wednesday. Summer quarter ends.
August 17	Friday. Commencement.

FIVE-WEEK SESSIONS: SUMMER 1984

FIRST SESSION

May 7-11	Preregistration.
May 30	Wednesday. Classes begin.
June 1	Friday. Last day to register or add classes.
June 8	Friday. End of refund period.
June 15	Friday. Last day to withdraw without penalty.
July 4	Wednesday. Holiday.
July 5	Thursday. Last day of classes.
July 6	Friday. Exams.

SECOND SESSION

May 7-11	Preregistration.
July 9	Monday. Classes begin.
July 11	Wednesday. Last day to register or add classes.
July 18	Wednesday. End of refund period.
July 25	Wednesday. Last day to withdraw without penalty.
August 13	Monday. Last day of classes.
August 14	Tuesday. Exams.

MINI-QUARTERS: SUMMER 1984

FIRST MINI-QUARTER

May 7-11	Preregistration.
May 30	Wednesday. First day of classes.
May 31	Thursday. Last day to register or add classes.
June 7	Thursday. End of refund period. Last day to withdraw without penalty.
June 20	Wednesday. Last day of classes.
June 21	Thursday. Exams.

SECOND MINI-QUARTER

May 7-11	Preregistration.
June 22	Friday. First day of classes.
June 25	Monday. Last day to register or add classes.
July 2	Monday. End of refund period. Last day to withdraw without penalty.
July 4	Wednesday. Holiday.
July 16	Monday. Last day of classes.
July 17	Tuesday. Exams.

THIRD MINI-QUARTER

May 7-11	Preregistration.
July 18	Wednesday. First day of classes.
July 19	Thursday. Last day to register or add classes.
July 26	Thursday. End of refund period. Last day to withdraw without penalty.
August 8	Wednesday. Last day of classes.
August 9	Thursday. Exams.
August 17	Friday. Commencement.

FALL QUARTER 1984

August 1-3, 6, 7	Preregistration.
September 5	Wednesday. Freshman and transfer student orientation and counseling.
September 6	Thursday. First day of classes.
September 12	Wednesday. Last day to register or add classes.
September 19	Wednesday. End of refund period.
October 10	Wednesday. Last day to withdraw without penalty.
November 14	Wednesday. Last day of classes.
November 15, 16, 19-21	Thursday, Friday, Monday-Wednesday. Exam week.
November 21.	Wednesday. Fall quarter ends.

WINTER QUARTER 1984-85

November 5-9	Preregistration
November 27	Tuesday. Freshman and transfer student orientation and counseling.
November 28	Wednesday. First day of classes.
December 4	Tuesday. Last day to register or add classes.
December 11	Tuesday. End of refund period.
December 19	Wednesday. Christmas holidays begin after last class.
January 3	Thursday. Classes resume.
January 15	Tuesday. Last day to withdraw without penalty.
February 19	Tuesday. Last day of classes.
February 20-22, 25, 26	Wednesday-Friday, Monday, Tuesday. Exam week.
February 26	Tuesday. Winter quarter ends.

SPRING QUARTER 1985

February 11-15	Preregistration
February 28	Thursday. Freshman and transfer student orientation and counseling.
March 1	Friday. First day of classes.
March 7	Thursday. Last day to register or add classes.
March 14	Thursday. End of refund period.
April 2	Tuesday. Easter holidays begin after last class.
April 10	Wednesday. Classes resume.
April 11	Thursday. Last day to withdraw without penalty.
May 16	Thursday. Last day of classes.
May 17, 20-23	Friday, Monday-Thursday. Final exams for spring quarter.
May 23	Thursday. Spring quarter ends.
May 27	Monday. Commencement.

SUMMER QUARTER 1985

May 6-10	Preregistration.
May 30	Thursday. First day of classes.
June 5	Wednesday. Last day to register or add classes.
June 10	Monday. End of refund period.
July 3	Wednesday. Last day to withdraw without penalty.
July 4	Thursday. Holiday.
August 8	Thursday. Last day of classes.
August 9, 12-15	Friday, Monday-Thursday. Final exams for summer quarter.
August 15	Thursday. Summer quarter ends.
August 16	Friday. Commencement.

FIVE-WEEK SESSIONS: SUMMER 1985

FIRST SESSION

May 6-10	Preregistration.
May 30	Thursday. Classes begin.
June 3	Monday. Last day to register or add classes.
June 10	Monday. End of refund period.
June 17	Monday. Last day to withdraw without penalty.
July 4	Thursday. Holiday.
July 5	Friday. Last day of classes.
July 8	Monday. Exams.

SECOND SESSION

May 6-10	Preregistration.
July 9	Tuesday. Classes begin.
July 12	Friday. Last day to register or add classes.
July 18	Thursday. End of refund period.
July 25	Thursday. Last day to withdraw without penalty.
August 13	Tuesday. Last day of classes.
August 14	Wednesday. Exams.

MINI-QUARTERS: SUMMER 1985

FIRST MINI-QUARTER

May 6-10	Preregistration.
May 30	Thursday. First day of classes.
May 31	Friday. Last day to register or add classes.
June 7	Friday. End of refund period. Last day to withdraw without penalty.
June 20	Thursday. Last day of classes.
June 21	Friday. Exams.

SECOND MINI-QUARTER

May 6-10	Preregistration
June 24	Monday. First day of classes.
June 25	Tuesday. Last day to register or add classes.
July 2	Tuesday. End of refund period. Last day to withdraw without penalty.

July 4	Thursday. Holiday.
July 16	Tuesday. Last day of classes.
July 17	Wednesday. Exams.

THIRD MINI-QUARTER

May 6-10	Preregistration.
July 18	Thursday. First day of classes.
July 19	Friday. Last day to register or add classes.
July 26	Friday. End of refund period. Last day to withdraw without penalty.
August 8	Thursday. Last day of classes.
August 9	Friday. Exams.
August 16	Friday. Commencement.

BOARD OF TRUSTEES

Andrew H. Williams, Chairman
J. Samuel Roebuck, Vice-Chairman
J. Parker Chesson, Jr., Secretary

GOVERNOR'S APPOINTEES

	Term Expires	
Andrew H. Williams	6/30/83	Pasquotank County
William F. Ainsley	6/30/85	Pasquotank County
Vernon G. James	6/30/87	Pasquotank County
J. Wilson Jones, Jr.	6/30/89	Pasquotank County

PASQUOTANK COUNTY COMMISSIONERS' APPOINTEES

Selby Scott	6/30/83	Pasquotank County
J. Samuel Roebuck	6/30/85	Pasquotank County
William W. Foreman	6/30/87	Pasquotank County
Joseph L. Lamb, Jr.	6/30/89	Pasquotank County

ELIZABETH CITY-PASQUOTANK COUNTY BOARD OF EDUCATION APPOINTEES

William A. Small	6/30/83	Pasquotank County
Nancy M. Ferebee	6/30/85	Camden County
Joseph P. Kramer	6/30/87	Pasquotank County
Gerald F. White	6/30/89	Pasquotank County

The Student Senate President serves as an *ex officio* member of the Board of Trustees.

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COLLEGE OF THE ALBEMARLE FOUNDATION

The College of The Albemarle Foundation was formed in 1980 to strengthen and further the offerings of the college through the provision of funds for facilities, equipment, special activities, and scholarships. This non-profit organization is governed by a board of directors, members of which are appointed by the college Board of Trustees. College administrators provide staff assistance for the foundation.

William W. Foreman, President
Winifred J. Wood, Vice President
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Gerald W. Bray, Treasurer
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J. Samuel Roebuck, Executive Committee
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Robert L. Hollowell	John Gilliam Wood

ADMINISTRATIVE OFFICERS

President ..... J. Parker Chesson, Jr.
Dean of Administrative Services ..... Gerald W. Bray
Dean of Instruction ..... Norman L. Norfleet
Dean of Student Development ..... G. John Simmons, Jr.

ADMINISTRATIVE STAFF

Counselor/Tutor, Special Services ..... Andrea R. Williams
Developmental Education Counselor ..... Donna W. Moore
Director of Accounting ..... Peggy M. Harris
Director of Admissions and Testing, Counselor ..... Belinda P. Patterson
Director of Bridges Program ..... Lucy S. Gordon
Director of Management Information Systems ..... Sharon L. Mudge
Director of Physical Facilities ..... Lindsey E. Barber
Director of Placement, Counselor ..... Raphael G. Scaffa
Director of Resource Development ..... Pamela I. Whitley
Director of Special Services ..... Loyce E. Susco
Director of Student Activities, Counselor .....
Director of Student Financial Aid ..... O. Lloyd Armstrong
Director of Support Services ..... Mary Frances Spruill
Director of Public Information ..... William F. Haskett
Evening and Dropout Counselor ..... Deborah E. Demery
Registrar ..... Mary Louise Brown
Title III Coordinator ..... Lynne M. Bunch

INSTRUCTIONAL DIVISION DIRECTORS

Director of College Transfer Education ..... L. Clate Aydlett
Director of Continuing Education ..... W. Clayton Morrisette
Director of Evening Program ..... Jimmy R. Anderson
Director of Learning Resources Center ..... C. Donald Lee
Director of Occupational Education ..... Dempsey D. Burgess

DEPARTMENT CHAIRPERSONS

Business ..... J. Nelson White
Cooperative Education ..... Linda W. Combs
Developmental Education ..... Patsy O. Sanders
Drafting and Design ..... Robert L. Ford
Electronics ..... David T. Hodges
Fine Arts ..... Leland Chou
Health and Physical Education ..... M. Kay Patterson
Mathematics and Natural Sciences ..... L. Clate Aydlett
Modern Languages ..... James T. Bridges
Nursing ..... Wilma W. Harris

Social Sciences ..... Joseph M. Salmon
Vocational Trades ..... Dempsey D. Burgess

CLERICAL AND SECRETARIAL STAFF

Admissions Secretary ..... Lisa W. Bunch
Accounting Machine Operator ..... E. Lois Ollis
Accounts Payable Clerk ..... E. Lynn Bright
Bridges Program Secretary ..... Marcella Thrash
Cashier ..... Deborah L. Rountree
Continuing Education Secretary ..... Sherry Hewitt
Continuing Education Secretary ..... Marie L. Riffle
Cooperative Education Secretary ..... Nancy Farmer
Data Clerk/Business Office Assistant ..... Carolyn F. LaDow
Dean of Instruction's Secretary ..... Arlett I. Jones
Evening Business Assistant ..... Merilous N. Cline
Dean of Student Development Secretary ..... Sherry C. Wagoner
Faculty Secretary ..... Glenda W. Crane
Learning Resources Secretary ..... Diane M. Sawyer
President's Secretary ..... Janice P. Bryant
Special Services Secretary ..... Carrie P. Johnson
Resource Development Secretary ..... Yvonne Byrum

SUPPORTIVE STAFF

Admissions Technician ..... Deborah M. Lucas
Audio-Visual Technician ..... Bryan T. O'Leary
Bookstore Manager ..... Brandon M. Peters
Computer Programmer ..... Rhonda C. Lewis
Courier ..... Lloyd C. Reese
Financial Aid Assistant ..... Carolyn H. Hopkins
Financial Aid Technician ..... Judith T. Rucker
Manager of Printing Services ..... Jesse L. Johnson
Library Assistant ..... Lynn E. Needham
Switchboard Operator ..... Mildren G. Banks

PHYSICAL FACILITIES STAFF

Will Ames
Georgia S. Brooks
Johnny R. Casper
Luberta M. Chapman
G. Raymond Farmer
Norman Pierce
Fred Ring
William Sears
Gladys Whitehurst

FACULTY AND STAFF

Adams, Bobby ..... Instructor, Chemistry & Physics
B.S., Longwood College; M.S., West Virginia University

Alexander, Miriam S. ... Technical/Vocational Utility Instructor
B.S., East Carolina University

Anderson, Jimmy R. ..... Director, Evening Program
A.A.S., College of The Albemarle; B.S., Atlantic Christian College; M.A.Ed., East Carolina University

Armstrong, O. Lloyd ..... Director, Student Financial Aid
A.A., Allan Hancock; B.S., M.S.E., Southern Illinois University

Aydlett, Julian E., Jr. ..... Mathematics
A.B., University of North Carolina at Chapel Hill; M.A., East Carolina University

Aydlett, L. Clate ..... Director of College Transfer
B.A., Duke University; M.A., East Carolina University

Barber, Lindsey E. ..... Director, Physical Facilities
USCG Civil Service (RET)

Bray, Gerald W. ..... Dean of Administrative Services
A.B., Elon College; M.Ed., Duke University; Ph.D., Purdue University

Bridges, James T. ..... English
B.S., M.A., Appalachian State University

Briscoe, Betsy W. ..... Nursing
R.N., Louise Obici School of Nursing

Brown, Mary Louise ..... Registrar
B.A., University of California

Bruner, Lawrence L. ..... Automotive
Ordnance Technician; USN (Retired)

Burgess, Dempsey D. ..... Director, Occupational Education
B.A., M.A.Ed., East Carolina University

Bunch, Lynne M. ..... Coordinator, Title III
B.S., University of North Carolina at Chapel Hill

Byrum, Phyllis N. ..... Developmental Education; Mathematics
B.S., M.A.Ed., East Carolina University

Chesson, J. Parker, Jr. ..... President
B.S., M.A., East Carolina University; Ph.D., North Carolina State University

Chou, Leland ..... Music
B.A., Linfield College; M.M., Cincinnati Conservatory of Music; M.S.M., Union Theological Seminary; D.M.A., University of Southern California

Combs, Linda ..... Director of Cooperative Education
A.A., College of The Albemarle; B.S., Elizabeth City State University

Demery, Deborah E. ..... Evening and Dropout Counselor
B.A., M.A., North Carolina Central

Dunlow, Dorothy J. ..... Business
B.S., M.A.Ed., East Carolina University

Finch, Patricia A. ..... English
B.A., St. Andrews Presbyterian College; M.A., University of North Carolina at Chapel Hill

Ford, Robert L. ..... Drafting and Design
B.S., Northeastern State College; M.A.Ed., University of Northern Colorado

Gray, Grace W. ..... Assistant Coordinator, Learning Lab
B.S., East Carolina University

Gordon, Lucy M. ..... Director, Bridges Program
A.A., College of the Albemarle; B.S., M.L.S., East Carolina University

Gregory, David B. ..... Biological Sciences
A.B., M.A.Ed., East Carolina University

Harris, C. Marion, Jr. ..... Health and Physical Education
A.A., College of The Albemarle; B.S., Atlantic Christian College; M.A.Ed., East Carolina University

Harris, Peggy M. ..... Bookkeeper
A.A.S., College of The Albemarle; B.S., Elizabeth City State University

Harris, Wilma W. ..... Nursing
R.N., Rex Hospital School of Nursing; B.S.N., University of North Carolina at Chapel Hill; M.A.Ed., East Carolina University

Haskett, William F. ..... Director, Public Information
B.A., University of North Carolina at Chapel Hill

Hill, Benjamin F., III ..... Arts and Crafts
B.S., East Carolina University

Hodges, David T. ..... Electronics
A.A.S., Old Dominion University; B.S., Northwestern State University; M.A.Ed., East Carolina University

Hoffman, Faye E. ..... Cosmetology
Greenville Beauty School

Johnson, Martha P. ..... Nursing
B.S.N., University of North Carolina at Chapel Hill; B.S., Salem College

Johnson, Norman G. ..... Light Construction
B.S., Elizabeth City State University

Jolly, Lourice B. ..... Nursing
R.N., Robeson County Hospital School of Nursing

Jones, Elizabeth W. ..... Nursing
B.S.N., East Carolina University

Kavanaugh, Jacquelyn A. ..... Nursing
R.N., Portsmouth General Hospital School of Nursing; B.S., St. Joseph's College

Krauss, Kerry ..... Electronics
A.A., A.A.S., College of The Albemarle

Lee, C. Donald ..... Librarian
B.A., University of Denver, M.S., Louisiana State University

Leete, Jerome ..... Biology
B.A., Florida Southern; B.S., M.S., East Carolina University

Lucente, Vincent V. ..... Electrical Maintenance & Installation
U.S. Marine Corps (Retired); Electronics Servicing Diploma, Robeson Technical Institute

Mansfield, Shelby H. ..... Psychology
B.S., M.Ed., North Carolina State University

McKecuen, George ..... Developmental Education
B.A., University of North Carolina at Wilmington; M.A., Appalachian State University

Mercer, Jesse B. ..... Business
B.S., High Point College; M.A., East Carolina University

Moore, Donna ..... Counselor, Developmental Education
B.A., M.A.Ed., University of North Carolina at Greensboro

Morrisette, W. Clayton ..... Director, Continuing Education
B.S., M.A.Ed., East Carolina University

Mudge, Sharon L. ..... Director, Management Information Systems
A.A.S., University of Hawaii

Murray, Jeanne M. .....Reading; Developmental English
B.S., M.A., North Carolina State University

Newbold, Martha L. .....Coordinator, Learning Laboratory
A.B., Atlantic Christian College

Nixon, Stanley E. ..... Machinist Trades
Diploma, Advanced Machinist, College of The Albemarle

Norfleet, Norman L. .....Dean of Instruction
A.A., College of The Albemarle, A.B., M.A.Ed., East Carolina University

Patterson, Belinda P. ..... Director, Admissions & Testing; Counselor
B.S., M.A.Ed., East Carolina University

Patterson, Martha K. ..... Health and Physical Education
A.A., Peace College; B.S., M.A.Ed., East Carolina University

Rhees, Jerome U. ..... History, Geography & Sociology
B.S.F.S., M.A., Georgetown University

Riccardo, Barbara D. ..... Foreign Languages
B.S., Ohio Wesleyan University; M.A., University of Arizona

Riccardo, Ronald R. ..... History
B.A., Bloomfield College; M.A., Appalachian State University; Ph.D., Southeastern University

Rush, V. Carol ..... Surgical Technology
R.N., Presbyterian Hospital School of Nursing

Salmon, Joseph M. ..... History
A.A., Chipola Junior College; B.S., Troy State College; M.S., Florida State University

Sanders, Patsy O. ..... Developmental Education
B.S., M.A.Ed., East Carolina University

Sawyer, Douglas M. .....Director, Adult Basic Education
B.S., East Carolina University

Scaffa, Ray G. ..... Director of Placement and Testing; Counselor
B.A., M.A.Ed., Northeastern University

Scott, James F., Jr. ..... Business
B.S., North Carolina State University; M.B.A., George Washington University; M.A.O.M., Duke University

Simmons, G. John, Jr. ..... Dean of Student Development
B.A., Pfeiffer College; M.A., Appalachian State University

Stephens, Robert O. ..... English
B.A., North Carolina Wesleyan College; M.A., Appalachian State University

Sterritt, William R. ..... Health and Physical Education
B.S., M.S., Ed.D., University of Southern Mississippi

Susco, Loyce E. ..... Director of Special Services
B.A., Wright State University; M.S.Ed., C.A.S.Ed., Old Dominion University

Tretick, Clifford S. .....Visiting Artist
B.M., North Carolina School of The Arts

Vaughan, Lucy F. .....Drama and Speech
B.S., University of Houston; M.A., Kent State University

Washington, Mary T. .....Nursing
B.S.N., Niagara University

Weaver, Linza McC. .....Librarian
B.A., M.L.S., North Carolina Central University

Wesner, Gerhardt H. ..... Automotive Mechanics
Auto Maintenance and Repair, USMC (Retired)

White, J. Nelson .....Business
B.S., Campbell College; M.B.A., East Carolina University

White, Marvenia Y. .....Business
B.S., Elizabeth City State University

Whitley, Pamela I. .....Director, Resource Development
A.A., Louisburg College; A.B., University of North Carolina at Chapel Hill

Williams, Andrea R. ..... Counselor/Tutor, Special Services
B.S., Elizabeth City State University; M.S.W., Atlanta University

Williams, Douglas H. .....Air Conditioning and Refrigeration
Diploma, Refrigeration and Air Conditioning, Old Dominion University

Williams, Rose B. .....Nursing
R.N., Norfolk General Hospital School of Nursing

Winslow, Percy L. ..... Business
B.A., B.S., M.A., East Carolina University

General Information

THE COMPREHENSIVE COMMUNITY COLLEGE

The comprehensive community college concept in higher education arose in response to the American commitment to the idea of broad educational opportunities for all segments of our society. As the name implies, a community college serves the educational needs of the area in which it is located, providing various types of educational programs for commuting students at a relatively low cost. Educational services can be broadly categorized into three areas—two-year college transfer programs, two-year and one-year occupational programs, and continuing education programs. The latter programs encompass activities ranging from adult basic education to general interest courses for college graduates.

HISTORY

The idea for a community college in Elizabeth City was developed when the Community College Act was passed by the 1957 North Carolina General Assembly, enabling counties to establish their own two-year colleges.

On November 8, 1960, the people of Pasquotank County voted their approval for a new college by a five-to-two margin. A charter was issued on December 16, 1960, and shortly thereafter the first Board of Trustees was appointed.

The college opened its doors to its first freshman class in September 1961 in the old Albemarle Hospital building on Riverside Avenue. Members of the first graduating class received their degrees on May 31, 1963.

College of The Albemarle was the first college in North Carolina chartered under the Community College Act of 1957. In 1963 the General Assembly adopted new community college legislation designed "to promote and encourage education beyond the high school in North Carolina." Among other things, this legislation authorized the establishment of comprehensive community colleges. This legislation became effective on July 1, 1963, and on that same date, at the request of the college trustees and with the joint approval of the State Board of Education and the State Board of Higher Education of North Carolina, College of The Albemarle *became the first comprehensive community college in the North Corolina Community College System.*

As the college has grown, new technical and vocational curricula have been added and existing programs have been strengthened.

LOCATION AND FACILITIES

The college is located on a 40-acre campus on U.S. 17 just north of Elizabeth City. With the completion of two new buildings in December 1980, the college's facilities are almost entirely housed in three buildings on this campus. Administrative and faculty offices, classrooms, laboratories, a college bookstore, a cafeteria, and a student center are located in the L-shaped building, which has been designated "A" building.

The second building, "B" building, is the middle of the college's three buildings. It houses the Learning Resources Center, business laboratories, classrooms, and a lecture auditorium. The Learning Resources Center (LRC), which takes up the entire ground floor of "B" building, has resources which include audio-visual materials and equipment, books, periodicals, and indexes. The Learning Lab also is a part of the LRC.

Most of the college's occupational programs, the music program, a physics/physical science laboratory, and an art laboratory are housed in "C" building (formerly the Technical Center), which was completed in 1972.

Behind the three buildings are athletic fields which are used for physical education activities. The master plan for development calls for the eventual construction of physical education and fine arts facilities.

The college also maintains additional facilities at the Extension Center on Riverside Avenue. Classroom facilities for the Practical Nurse Education Program are provided by Albemarle Hospital.

MISSION OF THE COLLEGE

College of The Albemarle strives to serve the community by providing accessible higher education for young people and adults for their cultural development, for developing responsible citizenship, and for enriching personal living.

The college will

1. provide specific occupational curricula which lead to employment in both vocational and technical areas, including shorter programs for retraining or for upgrading skills;
2. prepare students for advanced scholarly study by providing the first two years of basic collegiate education which is transferable to senior colleges and universities;
3. provide continuing education programs to meet the training needs of employers and opportunities for those who seek to develop vocational skills or who want to study for personal development;
4. provide programs which assist students in overcoming deficiencies and acquiring skills fundamental to further academic and career achievement;
5. provide a broad range of student development services including, but not limited to, admissions and testing, orientation, personal counseling, career planning and placement, financial assistance, academic advising, and activities programs;
6. provide activities and services for the community for the purpose of enriching its cultural and civic life;
7. seek to develop in all students a desire for self-directed learning and a commitment to life-long learning, while maintaining high academic standards in all programs of study.

ACCREDITATION

College of The Albemarle is accredited by the Southern Association of Colleges and Schools.

Credits earned at College of The Albemarle in curricula leading to the Associate in Arts degree, the Associate in Science degree, the Associate in Fine Arts degree, and some of those leading to the Associate in Applied Science degree are transferable to senior colleges and universities for a higher degree.

COLLEGE PROGRAMS

College transfer programs include courses for those wishing to pursue studies leading to the Associate in Arts, the Associate in Science, and the Associate in Fine Arts degrees and for transferring into almost *any* program at a four-year college or university after completing their studies at College of The Albemarle. Students may select courses in any of the following educational programs:

Pre-Agriculture	Pre-Law
Pre-Art	Pre-Liberal Arts
Pre-Business Administration	Pre-Mathematics
Pre-Business Education	Pre-Music
Pre-Drama	Pre-Science
Pre-Elementary Education	Pre-Secondary Education
Pre-Forestry	Pre-Social Work

Each of the following technical programs leads to the Associate in Applied Science degree and is designed to lead to immediate employment:

Associate Degree Nursing
Business Administration Technology
Drafting and Design Technology
Electronic Data Processing—Business
Electronics Technology
Executive Secretary Technology
General Office Technology
Medical Secretary Technology
Postal Service Technology

Vocational programs, designed for those students wishing to prepare themselves for particular occupations, are offered in the following areas:

Air Conditioning, Heating, & Refrigeration
Advanced Machinist
Automotive Mechanics
Cosmetology
Electrical Installation & Maintenance
Electronic Servicing
Industrial Maintenance-Electromechanical
Light Construction
Machine Operator
Machinist
Nurses' Assistant
Practical Nurse Education
Surgical Technology

Continuing education programs include a variety of courses designed to meet the particular needs and interests of individuals, businesses, and industries in the area. Programs designed for training persons for specific industries are offered when needed, and general offerings designed to help individuals complete their high school education and improve their skills in other areas are offered each quarter.

ADMISSION TO THE COLLEGE

College of The Albemarle follows the "open-door" admissions policy of the State Board of Community Colleges, with selective placement in the different curricula or programs of the institution. This policy provides for the admission of any person (1) who has graduated from high school or earned its equivalent (GED)*, or (2) who is eighteen years of age and is not attending high school. *It is the policy of College of The Albemarle to encourage all applicants to complete high school or its equivalent, before seeking admission to the college.* The college may accept, under certain conditions, a limited number of one-year vocational applicants who are not high school graduates. All applicants admitted under these special conditions must earn the GED prior to completing the requirements for a one-year vocational diploma.

Admission to the college does not, however, imply immediate admission to the program desired by the applicant. Admission to a specific course of study is based upon guidelines developed to insure the student's chances of success in the program. These guidelines are strictly followed to prevent loss of student time and effort as a result of unsatisfactory achievement. When an evaluation of placement test scores and high school records indicates a lack of readiness to enter a specific program, applicants will be required to enroll in developmental education courses to prepare them for admission to desired programs.

*Applicants' scores must meet the minimum requirements for the State of North Carolina or the applicant must present a certificate from another state verifying successful completion of the GED.

ADMISSION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

All applicants for allied health programs are required to meet the following standards:

1. graduation from an accredited high school or the equivalent;
2. completed general application and self-report medical history;
3. satisfactory scores on the college's placement tests, as established for the program;
4. two appraisals attesting to personal characteristics and past work experience;
5. personal interview with the appropriate faculty member;
6. good mental and physical health. Each applicant must satisfactorily pass a physical exam after being accepted and prior to entering a program. The physical exam may include psychological testing as well as the physical assessment. Required as part of the physical examination are tuberculin skin test, STS, diabetic screening test, and a hemoglobin test. Any student who has an existing health problem, such as overweight, hypertension, diabetes, epilepsy, asthma, tuberculosis, or venereal disease must be seeking correction and have a written plan of treatment for said condition on file in the student's folder in the appropriate allied health director's office. A routine dental examination and plan of treatment of dental problems are reqired. A student who has a positive tuberculin skin test must have a chest x-ray every twelve months while enrolled in a health program. Any pregnant student may continue in a program as long as she

feels able; the written consent of her doctor must be on file in the student's folder in the department head's office.

Although there is no application deadline for the ADN or PNE programs, it is recommended that applicants apply by January of the year in which they wish to enter. The screening process normally begins in January of each year for each September's class. In the event of more qualified applicants than spaces in the program, the selection process will be competitive. Additional information on the admissions requirements and procedures for health career programs may be obtained by writing or calling the Admissions Office.

HIGH SCHOOL STUDENTS

High school dropouts who are at least 16 years old may be considered "special needs students" and may be admitted to an appropriate program subject to the following conditions: (1) the local school system determines that such admission is the best educational option for the student; and (2) the student's admission is approved by the Director of Admissions or by the Learning Lab Coordinator.

The approval by the local school system may be waived if the student has been out of school for at least six months and if his/her application is supported by a notarized petition of a parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and the petitioner's legal relationship to the student.

Other students who are at least 16 and who are enrolled in high school may be admitted to appropriate courses under the following conditions: (1) the local board of education has approved a dual enrollment policy for high school students; (2) the student's program of study is approved by the high school principal and the Director of Admissions; and (3) the high school principal certifies that the student is taking at least three high school courses and is making appropriate progress toward graduation.

High school students may not displace adults and thus will be admitted on a space-available basis. Once admitted, however, they will be considered as any other student receiving the same credit and paying the same fees. High school students who are at least 18 may take courses without the approval of local public school personnel.

Under special circumstances, the college may be requested to enroll a limited number of gifted secondary students who are under 16. Such requests should be directed to the Director of Admissions and may be approved with the consent of the appropriate college instructors, provided space is available. Students are further required to have the written approval of the principal or superintendent. Tuition and fees are not charged, and the student receives no institutional credit in these cases.

ADMISSIONS PROCEDURES

1. The applicant must submit a properly completed application to the Admissions Office.
2. The applicant should request that a transcript of all high school and post-secondary academic work be sent directly to the Admissions Office. Applicants having earned the GED should have official copies of their scores forwarded in lieu of the high school transcript.
3. Applicants to college transfer and technical degree programs are required to take the college's placement tests. Upon receipt of the application, the Admissions Office will schedule the applicant for the required placement tests.
4. After the applicant's tests are scored, he/she will be notified by the Director of Admissions to arrange an appointment with a Student Development counselor who will assist with course planning and evaluation of educational and vocational objectives.

For applicants who plan to enroll under the G.I. Bill, additional criteria must be followed prior to certification to the Veterans Administration for payment purposes.

Admission to most programs is on a "rolling basis", i.e., applicants may enter a program any quarter. However, admission is limited to the fall quarter for the following programs: Associate Degree Nursing, Practical Nursing Education, Electrical Installation and Maintenance, and Air Conditioning and Refrigeration. The on-campus Nurses' Assistant Program is offered during the summer quarter, while Surgical Technology commences winter quarter. New students are admitted to the Cosmetology program every quarter except the summer quarter. Students entering Drafting and Design Technology, Electronics Technology, Industrial Maintenance, and Light Construction any quarter other than fall quarter will not be able to follow the curriculum outline exactly as shown in the catalog.

Preparatory training, particularly for the college transfer programs, should emphasize the traditional academic subjects. The recommended high school credits include the following:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	1 unit
Electives	5 units

College of The Albemarle is committed to the principle of equal opportunity. It is the college' s policy not to discriminate on the basis of race, sex, color, national origin, religion, age, or handicap with regard to its students, employees or applicants for admission or employment. Inquiries regarding compliance with this equal opportunity policy may be directed to the President of College of The Albemarle.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS

Students desiring to transfer to College of The Albemarle from another institution must meet the admission requirements in effect at the tme of their application and provide proof of their eligibility to return to the institution last attended. Students who are not eligible to return to the institution they last attended may be admitted to College of The Albemarle on Conditional Status; however, program selection and placement responsibility resides in the office of the Dean of Student Development.

Credit is given for "C" or better work completed at accredited institutions and institutions in the North Carolina Community College System if it parallels work offered at College of The Albemarle.

Transfer students must maintain a "C" average on all work attempted *(at least 36 hours)* at College of The Albemarle to be eligible to graduate. If a "C" average is maintained, all grades transferred to the college will be considered with those earned at College of The Albemarle to determine honors.

FRESHMAN ORIENTATION PERIOD

The purpose of the required orientation program is to introduce students to their new environment and to acquaint them with the policies and regulations of the college. Receptions, assemblies, lectures, and discussions are held to assist students in making an effective adjustment to college life.

REGISTRATION

College of The Albemarle usually has a preregistration period prior to the first day of classes for any quarter. Tuition and fees are due and payable on the day students register. All prospective financial aid recipients must have received their financial aid award letter prior to being registered for classes. Late registration is permitted through the first week of classes for each quarter, and two days of late registration are permitted for the summer mini-quarters. Students with incomplete admissions files may register for classes only with special permission from the Dean of Student Development. Students allowed to register under these conditions must complete their files before any grades can be released or credit granted. Students cannot register for a subsequent quarter until their files are complete.

Any past due accounts owed to the college must be paid before permission to register can be given.

Veterans and/or war orphans should see the college's Veterans Affairs counselor for special conditions concerning enrollment certification for initial entrance to College of The Albemarle.

AUDITING COURSES

Students who wish to audit courses must follow the usual procedure for registration. Auditors receive no credit but are expected to attend classes regularly and participate in class discussions. They are encouraged to do all work and assignments expected of regularly enrolled students. Auditors will be charged the same fees as students taking courses for credit and they are responsible for observing the same regulations concerning attendance and behavior as students registered for credit.

FEES AND EXPENSES

Students who enroll in curriculum classes are subject to the following tuition and fee rates:

Tuition for In-state Residents
$3.25 per quarter hour or $39.00 maximum per quarter
Tuition for Out-of-state Residents
$16.50 per quarter hour or $198.00 maximum per quarter
Activity Fee (12 or more quarter hours)

Fall Quarter	$10.00
Winter Quarter	9.00
Spring Quarter	9.00

Tuition is waived for persons 65 years of age or older.

All tuition and fees are due and payable at the time of registration.

Any past accounts owed to the college must be paid before permission to register can be given.

The cost of books, supplies, and gym uniforms, while varying according to the courses of study, should total approximately $120 per year, with the major expense occurring in the Fall Quarter.

Candidates for graduation will be charged a fee to cover costs of the diploma, and cap and gown purchase. This fee is non-refundable.

Full-time students (carrying 12 or more quarter hours) pay an activity fee, which entitles them to admission to many college-sponsored activities. When the yearbook is published, full-time students enrolled for three consecutive quarters will be given yearbooks without charge.

Full-time students enrolled in curriculum programs conducted off-campus are *not* required to pay an activity fee.

PHYSICAL EDUCATION ACTIVITY COURSE FEES

PED 204, *Bowling*. A nominal lane fee is charged for each game.

PED 206, *Golf*. A nominal greens fee is charged for each game played at local golf courses.

RESIDENT STATUS FOR TUITION PAYMENT

Current North Carolina law G.S. 116-143.1 on this subject states

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his/her length of residence in the State.

To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.

When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside this State shall not be prima facie evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in *A Manual To Assist The Public Higher Educational Institutions Of North Carolina In The Matter Of Student Residence Classification For Tuition Purposes.* Copies of the *Manual* are available on request in the Dean of Student Development's office and the Learning Resources Center.

All new students applying for admission must respond on their respective applications to certain questions which are related to residence classification. The Dean of Student Development is responsible for evaluating these responses and initially classifying students accordingly. In questions concerning resident status and appeals of initial classifications, students are advised to consult the Dean of Student Development.

INSURANCE

College of The Albemarle assumes no responsibility for injuries or losses. An opportunity will be provided at the time of registration for all full-time students to obtain accident insurance.

All students enrolling in Associate Degree Nursing, Operating Room Technician, and Practical Nurse Education programs are required to have malpractice insurance. Such insurance may be purchased through the college's Business Office.

REFUNDS AND TUITION CREDITS

Tuition refunds shall not be made unless the student is, in the judgment of the institution, compelled to withdraw from the college for unavoidable reasons. In such cases two-thirds of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuition of $5.00 or less, unless a course or curriculum is not offered, in which case all tuition shall be refunded. All refunds are forfeited for failure to adhere to proper withdrawal procedures.

All fees, including student activity fees, are non-refundable and forfeited upon withdrawal from the college.

Petitions for refunds and credits must be made in writing to the Dean of Student Development within ten (10) calendar days of the official date of withdrawal. Forms for this purpose are available in the Student Development Office. Reasons for withdrawal will be considered unavoidable when circumstances beyond the control of the student affect the life and livelihood to such an extent as to make continued enrollment impossible. Matters of personal convenience or preference are not considered unavoidable reasons.

When students who have paid the required tuition withdraw from the college before the end of the quarter and the reasons for withdrawal are found unavoidable by the college, they may be allowed credit for unrefunded tuition if they apply for re-admission during any of the next four calendar quarters and petition in writing to be allowed such credit. All credits are forfeited for failure to adhere to proper withdrawal procedures.

TRANSCRIPT OF RECORDS

A record of academic credit earned at College of The Albemarle will be sent to any person or agency when requested by the student in writing, provided all accounts with the college have been settled satisfactorily. There is no charge for transcripts.

FINANCIAL AID

The philosophy at College of The Albemarle is that any individual who wishes to attend the institution should not be deprived of this privilege by virtue of a lack of financial resources. Although the primary responsibility for financing an education remains with the student and his/her family, College of The Albemarle participates in programs designed to supplement the family contribution in order to meet documented student financial need. Financial aid consists of grants, loans, scholarships, campus employment, or any combination of these as determined by the policies of the Financial Aid Office.

APPLICATION PROCESS

A student will be considered to have completed his/her application for financial aid when the Financial Aid Office has received the following:

1. a copy of the Financial Aid Form (FAF) from College Scholarship Service, Princeton, NJ, OR a copy of the Family Financial Statement (FFS) from the American College Testing (ACT), Iowa City, IA; OR
2. a set (all three copies) of the Student Aid Report (SAR) which the student will receive from either of the above applications, or from the Application for Federal Student Aid;
3. College of The Albemarle Financial Aid Application;
4. a copy of a Financial Aid Transcript (FAT) from each college previously attended;
5. a signed copy of the student's and/or parent's 1040 tax form.

It should be noted that the processing time for the above forms is approximately six to eight weeks. Forms must be mailed in sufficient time for the Financial Aid Office to receive the Analysis Report from CSS or ACT no later than June 1. Only those students with complete financial aid folders will be considered for all sources of assistance during COA's initial awarding period. All students who complete their folders after June 1 will be considered for institutional awards only if funds are still available for SEOG, NDSL, and CSWP. This deadline does not include Pell (Basic) Grant.

PELL GRANT (BEOG)

The intent of the program is that every eligible student is entitled by right to federal grant assistance. All recipients of

financial aid must submit their Student Eligibility Report to the Financial Aid Office before any other form of aid can be awarded.

SUPPLEMENTARY EDUCATIONAL OPPORTUNITY GRANT (SEOG)

Students who show academic promise and who could not attend the college without financial assistance are eligible for a Supplemental Educational Opportunity Grant. This federal program, available to a limited number of needy students, does not require employment or repayment. The amount of the grant is based on students' financial need and may range from $200 to $1,500 per year. The grant may not exceed one-half of a student's total award and must be matched by at least an equal amount of other aid, such as a loan, scholarship, or employment with the college.

NORTH CAROLINA STUDENT INCENTIVE GRANT (NCSIG)

Administered by College Foundation, Inc., this grant program is provided to students who are legal residents of North Carolina accepted for enrollment or enrolled full-time in good standing, in an undergraduate program of study in an eligible college, university, technical, or vocational school in North Carolina. Students must demonstrate financial need as determined through the need analysis system of the College Scholarship Service. The amount of each grant will be based on demonstrated financial need in relation to resources and cost of education but may not exceed one-half of a student's unmet need or $1,800 per academic year, whichever is less. Application for NCSIG is made by entering name, address, and College Scholarship code (0742) on the Financial Aid Form. March 15 is the deadline for requesting NCSIG.

NATIONAL DIRECT STUDENT LOAN

This federally-funded loan may be available to eligible students who meet certain requirements. Amounts up to $1,200 a year may be awarded to students who can prove their eligibility. The interest on the NDSL is 5%, and payments do not begin until six months after the student graduates or withdraws from the college. The student signs a promissory note and is responsible for repayment of the loan. Severe penalties may be encountered if the student defaults on loan payments. Certain deferments and cancellations are available to the borrower of the NDSL. Further information may be obtained from the Financial Aid Office.

N. C. INSURED LOAN PROGRAM— COLLEGE FOUNDATION, INC.

Under this program an in-state student may borrow as much as $2,500 per year. Repayment of principal and interest at 9% begins when students have ceased their course of study.

OUT-OF-STATE STUDENT LOANS

Out-of-state students should contact their family banks or state higher education assistance agencies concerning state-administered guaranteed student loan programs.

NURSING STUDENT LOAN (ADN)

The college offers nursing loans to eligible students enrolled in the ADN program at COA. The interest on the loan is 6%, and payments do not begin until nine months after the student graduates or withdraws from the college. A borrower must repay the loan at $30 a month. Students may defer payments on the loan up to five years during periods spent as a full-time student pursuing advanced professional training. Further information may be obtained from the COA Financial Aid Office.

COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program enables eligible students to help pay college expenses while attending classes full time. Students participating in the program are employed in the library, laboratories, administrative and faculty offices and various departments of the college. Interested students should contact the Director of Financial Aid.

ALBEMARLE HOSPITAL AUXILIARY SCHOLARSHIPS

The Albemarle Hospital Auxiliary Scholarships are awarded annually to students who enroll in the Associate Degree Nursing program. Students wishing to apply for these scholarships should contact the Chairperson of the Nursing Department.

ANNA W. AND CLIFFORD E. BAIR SCHOLARSHIP

The Bair Scholarship was created by COA employees and friends in honor of former faculty members Anna W. and Clifford E. Bair. Scholarships will be awarded on a competitive basis to piano, voice, and organ students who enroll at COA.

ALEXANDRA BOADA SCHOLARSHIP

This scholarship, awarded in memory of a former foreign language instructor, covers in-state tuition and fees for one academic year. It is sponsored by the Foreign Arts Club which designates the criteria for the award and selects the recipient. A list of eligibility requirements may be obtained from the Financial Aid Office.

DONNA D. CARTWRIGHT SCHOLARSHIP

The Cartwright Scholarship was created by the COA SATYRS Club and friends as a memorial to a former drama student, Donna D. Cartwright, who expired in a plane crash on November 23, 1967. This scholarship will be awarded to a second-year drama student by the SATYRS Advisor.

COCA-COLA SCHOLARSHIP

The Coca-Cola Scholarship was established by Mid-Atlantic Coca-Cola Bottling Company, Inc. A scholarship will be awarded to a graduate from COA's seven-county service area who meets all requirements.

COLLEGE OF THE ALBEMARLE SCHOLARSHIP

The College of The Albemarle Scholarship was established by bequest by the late Mr. Roland L. Garrett of Elizabeth City, N.C. The scholarship fund will continue to increase with donations from other individuals and busi-

nesses in order to provide assistance to needy and deserving students.

JAMES T. CONNOLLY SCHOLARSHIP

The Connolly Scholarship, in memory of a former business instructor, is awarded annually to a northeastern North Carolina student who is enrolled in a business program at College of The Albemarle. A list of eligibility requirements may be obtained from the Financial Aid Office.

HARRIETTE M. CRUMP SCHOLARSHIP

The Harriette M. Crump Scholarship was established in memory of a former Director of Resource Development at College of The Albemarle. The scholarship may be awarded annually to applicants who meet the mandatory requirements, with a preference for those interested in careers in education and those with strong records of community service. Candidates for the scholarship must be either first-year students who graduated in the upper half of their high school class or second-year students who have maintained a 3.0 or better grade point average.

BRENDA HOLT MUIR SCHOLARSHIP

The Brenda Holt Muir Scholarship was founded as a memorial by her husband, Gregory T. Muir. The scholarship will be awarded to eligible LPN applicants to assist in their educational expense for a maximum of four quarters.

NURSING SCHOLARSHIPS

Financially needy students who are enrolled or accepted for enrollment in the Associate Degree Nursing program are eligible for Nursing Student Scholarships. The scholarships are based on need and academic success; $2,000 is the maximum scholarship that may be awarded per student.

PASQUOTANK COUNTY EXTENSION HOMEMAKERS CLUB SCHOLARSHIP

The Pasquotank County Extension Homemakers Club Scholarship is awarded to a Pasquotank County resident whose parent is a member of the Pasquotank County Extension Homemakers Club. Tuition and fees will be paid for three quarters.

PRESIDENT'S SCHOLARSHIP

Valedictorians and salutatorians from each high school in Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans Counties may apply for a President's scholarship. This award covers tuition and fees. The recipient's eligibility remains in effect during six quarters enrollment at College of The Albemarle.

ZACK D. ROBERTSON, SR. SCHOLARSHIP

The Zack D. Robertson, Sr. Scholarship was founded and funded in memory of Zack D. Robertson, Sr., by his family. It is awarded to students in the Associate Degree or Practical Nursing program from Chowan, Pasquotank, or Perquimans counties.

ROBINSON SCHOLARSHIPS

Graduates of northeastern North Carolina high schools who have at least average grades are eligible to apply for these scholarships. The student's financial need will determine the amount of the scholarship.

CARRIE M. ROEBUCK SCHOLARSHIP

The Carrie M. Roebuck Scholarship was established in her memory to commemorate her years of service in the nursing profession. Students enrolled in the Associate Degree and Licensed Practical Nursing Programs at COA will have priority over applicants in other programs of study.

RAYMOND H. SHORKEY MEMORIAL SCHOLARSHIP

The Shorkey Scholarship is awarded annually in the amount of in-state tuition and fees for one academic year (four quarters) to a full-time student in the Machinist Trade program. The scholarship recipient must be a North Carolinian residing in the seven-county service area of College of The Albemarle.

STUDENT SENATE SCHOLARSHIP

The Student Senate Scholarship, instituted and funded by the Student Senate of College of The Albemarle to encourage and recognize outstanding academic achievement, is awarded each year to the rising sophomore who has maintained the highest grade point average through his or her freshman year at the College of The Albemarle.

VFW SCHOLARSHIP

The VFW Scholarship is a $100 renewable scholarship awarded each year to a full-time, first-year student. Applicant must be a son or daughter of a veteran of military service, and a permanent resident of Camden, Chowan, Currituck, Dare, Gates, Pasquotank, Perquimans, Tyrrell, Hyde, or Washington County.

WACHOVIA TECHNICAL SCHOLARSHIP

The Wachovia Bank and Trust Company Technical Scholarship was established in 1981 to provide assistance of $500 to a deserving student. It will be awarded to a second-year technical student at COA who meets all requirements.

GROVER CLYDE WHITE SCHOLARSHIP

The White Scholarship is a two-year scholarship covering in-state tuition, fees, and books. Applicants must be northeastern North Carolina residents whose surname or mother's maiden name is White. The student's scholastic standing must be in the upper 25% of the high school graduating class.

ROBERT JENNINGS WHITE SCHOLARSHIP

Established in memory of Robert (Bobbie) Jennings White, this scholarship is to be awarded to a student in the upper 30 percent of the graduating class from one of COA's seven-county service area high schools.

GEORGE J. WINSLOW SCHOLARSHIP

Graduates of northeastern North Carolina high schools who are in the upper half of their classes and who maintain a 2.5 grade point average as a full-time student at COA are eligible for consideration for the Winslow Scholarship.

STUDENT DEVELOPMENT

College of The Albemarle offers a comprehensive program of student development services designed to aid students in meeting the challenges of college life, and to provide opportunities to maximize self-understanding and personal growth as well as develop intellectual and social skills.

GUIDANCE AND COUNSELING

Educational, vocational, and personal guidance and counseling are available to all students from the following two sources: the student development counselors and the faculty.

The student development counselors provide admissions counseling designed to assist students to identify programs of study and to select courses for which they are best suited and which lead toward the attainment of their educational objectives. Counselors continue to work closely with students after they are enrolled to insure that their educational program is implemented and that they are making satisfactory progress toward the accomplishment of their educational goals. The counselors are available also for personal and social counseling if students desire to take advantage of this service.

Since the college offers college transfer education, many students frequent the counselors' offices to discuss transfer admission requirements at senior institutions. Although the counseling staff assumes the responsibility to be cognizant of transfer admission requirements, *in the final analysis it is the direct responsibility of the student to contact the senior college or university to determine requirements for transfer*, thus verifying the information obtained from counselors.

Faculty members post regular office hours indicating times enrolled students and prospective students may seek advisement and consultation.

INFORMATION SERVICE

Information pertaining to occupations, educational opportunities and social concerns is available from the student development counselors for students and prospective students. Also, the Office of Student Development coordinates with the Director of Public Information and faculty in the development and distribution of printed materials pertaining to curriculum courses and programs (i.e., catalog, program brochures, and general information booklets).

TESTING AND ACADEMIC PLACEMENT

All students who enroll in a two-year program of study, those who enroll in some one-year diploma programs, and those who have earned 12 to 15 credit hours at COA but are uncertain of a program of study are *required* to take a series of guidance and placement (not entrance) tests: the English-Math-Reading tests or the Comparative Guidance Placement (CGP) Test. Students who score below the designated cut-off scores on the English, math, or reading tests will be enrolled in Developmental Education courses for indicated course work, *the successful completion of which is required prior to enrollment in specific courses or programs.* The Admissions office has a schedule of testing times and dates. Testing is also conducted in an abbreviated form on orientation day of each quarter, summer quarter excluded.

The counseling staff at College of The Albemarle is qualified to administer and interpret a variety of group and individual tests. In addition to placement testing, students have the opportunity to take additional interest, personality, and aptitude measurements as needs arise during their studies at College of The Albemarle.

CAREER RESOURCE CENTER

College of The Albemarle maintains a Career Resource Center in which information regarding 3,000 colleges and schools, 20,000 occupations, and labor trends are available. The Career Resource Center contains self-appraisal guides, interest inventories, and career planning materials for students' use. Information on where and how to look for jobs, how to prepare resumes, and effective interviewing techniques are provided. The Director of Placement and Testing is available for counseling and assistance in using career resource materials.

PLACEMENT SERVICE

College of The Albemarle attempts to provide both educational and job placement assistance for its students. College transfer students are assisted by the student development counselors and faculty advisors in gaining admission into senior colleges and universities to complete their baccalaureate program.

All other students who do not plan to continue their education are urged to register with the Director of Placement six months prior to their graduation date, regardless of whether or not they plan to seek employment immediately upon graduation. The Director of Placement regularly trains students in successful job-seeking methods.

Current job listings are posted in the Placement Office and on bulletin boards around campus. Names and addresses of local and Tidewater, Virginia, employers are available.

The Placement Office sponsors a career day in which prospective employers are invited to discuss potential job opportunities and employment trends with students.

Students who desire employment are recommended to prospective employers in business and government and notified of vacancies which exist. Upon request by a prospective employer and approval of the student, the student's credentials (personal data, references, and college transcript) are sent to the employer by the Placement Office. Registrants are eligible for interview with recruiters who come to the Placement Office seeking applicants for jobs.

Students seeking curriculum-related, part-time employment while attending College of The Albemarle, should contact the Director of Cooperative Education. Students can receive academic credit in their major course of study while earning money through the Cooperative Education Program.

Placement forms are available at any time during the director's office hours. The director is also available for counseling with registrants who need information about job opportunities.

The Placement Office is responsible for keeping abreast of part-time job offerings for students while they are enrolled in school. Students should contact the director for additional information.

There is no charge for any of the services of the Placement Office.

SPECIAL SERVICES

Special Services is a federally-funded program which serves students with academic potential who are economically disadvantaged and/or first-generation college students, and those who are learning disabled or physically handicapped. The program offers supportive services to a select group of students who may not otherwise show their true academic potential. Academic advisement, no-cost tutoring, assistance in applying for financial aid, personal development counseling, resource information and guidance, and cultural enrichment activities are facets of the program which increase the likelihood that students will successfully reach their college goal.

The tutorial program is a component of Special Services and is available to Special Services program participants in all regular curriculum courses.

TUTORIAL PROGRAM

The tutorial program is designed to help those occupational students who are having difficulty making satisfactory grades in any particular subject. Students recommended by instructors will tutor those students who need help. Interested students should contact the Office of Student Development or Special Services Office for additional information.

HEALTH SERVICE

The college does not have an elaborate system of health services. However, the Rescue Squad of Pasquotank County is available on call at no cost to the student in the case of an emergency. First aid kits are currently available in the physical education faculty office (C 152), the cashier/business office (A 129), the maintenance offices, and certain laboratories. These locations are subject to change. The kits are available for student use; however, *the college does not assume responsibility for the administration of first aid.* The *Policy and Procedure Manual* should be consulted for information and procedures for handling accidents and emergencies.

Students have the opportunity to purchase accident insurance when they register. The college *strongly* recommends that students who enroll in occupational programs or who plan to take physical education activity courses avail themselves of this opportunity.

HOUSING

Many students from other counties and states desire to live in Elizabeth City while attending College of The Albemarle. No dormitory facilities are provided. Students must arrange their own living accommodations. *The college does not assume responsibility for the acquisition, approval, or supervision of such housing.*

STUDENT ACTIVITIES

College of The Albemarle offers its students opportunities to participate in a variety of cultural, athletic, and recreational experiences. Students may also participate in the governance of the college as elective and appointive student government officers and senators. Through financing made possible by student activity fees paid by full-time students, the Student Senate plans and directs a program of activities such as informal dances, concerts, fishing contests, melon fests, COA Week festivities, student-faculty sports competition, and the spring formal, as well as lending financial support to student clubs, organizations, publications, intramurals and fine arts events.

The student newspaper, *Old Salt*, the yearbook, *Beacon*, and the campus literary magazine, *Argus*, are published by students. Work on these publications gives students an opportunity to explore their own creativity within the media arts, as well as an opportunity to work in editing, advertising, and photography.

Many activities are conducted in relation to courses of study—Associate Degree Nursing Clubs, Cosmetology Club, Foreign Arts Club, Phi Beta Lambda, Practical Nursing Club, and Tec Club. Others are based on student interest and hobbies—the Satyrs (the college drama group) and the Chorale (the college choral group).

Membership in the college's national scholastic fraternity, Phi Theta Kappa, is open to students who show high scholastic standing, character, leadership, and service while at College of The Albemarle.

The college also provides comprehensive drama and musical programs, a "straight poop" convocation series exploring a number of areas of student interests, and fine arts events designed to expose the students, faculty, and the community to cultural art forms not usually available in the college's geographic area.

The Department of Health and Physical Education offers an extensive program of intramural sports. Participation in these sports is purely voluntary, and college credit is not given. The sports offered in the intramural program are correlated with those taught in the required physical education courses so that students are given the opportunity to practice their skills in actual competition.

VETERANS AFFAIRS

Veterans are invited to take advantage of the student services and educational programs offered by the college. College of the Albemarle cooperates with the Veterans

Administration (VA) and the North Carolina Department of Veterans Affairs in assisting veterans and dependents of disabled or deceased veterans. For information and application forms students should contact local Veterans Affairs offices. In Elizabeth City, the address of the North Carolina Department of Veterans Affairs is 203 West Ehringhaus Street.

Most curriculum courses listed in the catalog are approved for veterans training, as well as the Adult High School Diploma Program. For information concerning approved courses, please contact the Registrar.

All veterans and/or dependents are urged to contact local VA offices or the North Carolina Department of Veterans Affairs offices at least one month prior to enrollment at College of The Albemarle. The Registrar should be contacted for general information concerning VA educational benefits at the time of initial enrollment at the college.

All general regulations contained in this catalog apply to all students. However, there are some special conditions for the enrollment of veterans and/or dependents of veterans.

1. Under laws and/or regulations governing institutions approved for training of veterans and/or dependents of veterans, certain documents must be on file prior to certification of enrollment for educational assistance purposes. NO ELIGIBLE PERSON WILL BE CERTIFIED UNTIL THE FOLLOWING DOCUMENTS ARE IN THE HANDS OF THE CERTIFYING OFFICIAL:
   a. application for admission;
   b. high school transcript or its equivalent (GED);
   c. official ranscripts of all previous education or training.
2. Changing Curriculum: Any deviation from the VA-approved educational objective constitutes a change of program. A Request for Change of Program (VA Form 21E-1995) must be filed with the VA at the beginning of the quarter in which the change is anticipated.
3. Address Change: The VA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the Registrar's Office.
4. Auditing Classes: The VA does not recognize auditing as part of a normal class load. Should a change to audit reduce the course load below the number of hours necessary to be considered a full-time student, the Registrar must notify the VA of such change, and assistance pay will be adjusted accordingly. Following is a chart for determining student status for payment purposes:

   Credit Hour Enrollment:
   12 or more —full time
   9-11 —¾ time
   6-8 —½ time
   less than 6 —tuition only
5. Class Attendance: All students are expected to attend all classes. When excessive absences cause disenrollment by the instructor, the Registrar must notify the VA of a reduced course load, which could affect assistance payments. Attendance reports for veterans and other eligible persons must be submitted to the Registrar on the last class day of each month.
6. Withdrawals: Courses dropped after the official drop period (not to exceed 30 days) which reduce the certified rate of pursuit could result in the reduction in rate of pursuit being retroactive to the beginning of the term. This applies particularly when a non-punitive grade is given by the instructor and no mitigating circumstances exist. Mitigating circumstances as defined by the VA are
   a. serious illness of the eligible veteran or person;
   b. serious illness or death in the eligible veteran's or person's immediate family;
   c. immediate family or financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course.
7. Special Restriction: Federal regulations prohibit the enrollment of an eligible veteran in any curricula for a period during which more than 85 percent of the students enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the school, the Veterans Administration, and/or by grants from any Federal agency.
8. A veteran or other eligible person may not repeat a course for which credit has been granted and use those hours as a part of the VA certification.
9. The school will report unsatisfactory progress at the end of the second term of Conditional Status when the eligible person has failed to reach minimum academic standards. They will not be recertified until such time as the overall GPA is within the Scale for Determining Satisfactory Academic Progress.

COLLEGE OF THE ALBEMARLE RESERVES THE RIGHT TO CANCEL ENROLLMENT CERTIFICATIONS OF ANY VETERANS AND/OR DEPENDENTS OF VETERANS NOT MAKING NORMAL PROGRESS TOWARD THE VETERANS ADMINISTRATION APPROVED EDUCATIONAL OBJECTIVE AS DETERMINED BY APPROPRIATE COLLEGE OFFICIALS.

Records of progress are kept on veteran and nonveteran students, alike. Progress records are furnished the students, veterans and nonveterans alike, at the end of each scheduled school term.

Student Responsibilities, Regulations and Conduct

1. Attendance to all social events will be by student identification cards.
2. No outside guests, other than a student's date, are allowed at social events.
3. Dress of students (or their guests) should be appropriate for the school function involved.
4. College students are considered to be mature individuals. Their conduct, both in and out of school, is expected to be that of responsible adults in public places. Any and all actions or materials prohibited by federal, state, and city-county law also are prohibited on the COA campus. Common courtesy and cooperation are the basic rules for conduct.
5. The playing of portable radios, tape recorders, and other similar equipment by students in halls, classrooms, labs, student center, and other common areas is prohibited. However, with the approval of an instructor, students may use tape recorders to record lectures and class discussions.
6. General misconduct by students (or their guests) at school functions will subject them to disciplinary action by the Disciplinary Committee.

7. Each student is held responsible for information published in the college *Catalog*, *Student Handbook*, and announcements placed on student bulletin boards.
8. Students who negligently lose, damage, destroy, sell, or otherwise dispose of college property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and are subject to disciplinary action.
9. Under no condition will intoxicating liquor (any beverage containing as much as one-half of one percent of alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on college property. Anyone known to be under the influence of same is prohibited from entering on college property. Additionally, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.
10. Students who engage in such acts as stealing, cheating, gambling, use of profane language, personal combat and possession of firearms or dangerous weapons on college property are subject to disciplinary action.
11. Cheating and plagiarism are those processes of utilizing as one's own another's work, words, or ideas. Those processes are not the mark of the competent college student; students who use them are subject to disciplinary action by the college.
12. Personal cleanliness and property cleanliness are important phases of training. Students will be expected to make use of the disposal containers in the halls, student center, shops, and classrooms.
13. No student shall possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, in any college building or vehicle, or other property owned, used, or operated by the college.
14. College of The Albemarle honors the right of free discussion and expression. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property and interference with the rights of others cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex or political beliefs.

    Students interested in campus demonstrations information are required to consult with the Dean of Student Development.
15. Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful, threatening or intimidating nature, or because it restrains freedom of lawful movement, or otherwise prevents members of the college community from conducting their normal activities within the college, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, or dismissal from the college.

    The following, while not intended to be inclusive, illustrate the offenses which are regarded as obstructive and disruptive: (1) occupation of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession or display of, or attempt to threaten to use, for any unlawful purpose, any weapon, dangerous instrument, explosive, or inflammable material in any college building or on any college campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; (6) block normal pedestrian or vehicular traffic on or into any college campus.

COLLEGE DISCIPLINARY COMMITTEE

The purpose of this committee is to hear charges against students accused by any member of the college community of infractions of rules or regulations applying to student behavior; to judge the guilt or innocence of students so charged; and to decide upon action to be taken against students judged to be guilty of such infractions.

The College Disciplinary Committee shall be composed of all current members of the Faculty Executive Committee, a student representative appointed by the current President of the Student Senate, the Dean of Student Development, and the Dean of Instruction. The Dean of Instruction serves as the chairman and votes only in the event of a tie. The Dean of Student Development, as a representative of the student's interests, will be a non-voting member.

DISCIPLINARY PROCEDURES

Any student, faculty member, or administrator may file with the Dean of Instruction a written complaint against a student and may request that the College Disciplinary Committee be convened. The written charge(s) shall include the rule(s) or regulation(s) of student responsibilities, regulations and conduct that allegedly have been violated. The following procedure will then be initiated.

(1) The Dean of Instruction shall distribute copies of the complaint to the committee members and to the student against whom the complaint is lodged and set the time for the committee's meeting. The student's copy of the charges and alleged violations shall be handed to the student by the Dean of Instruction or his designee or the copy may be mailed to the student's residence or last known residence.

(2) The committee shall be the judge of whether sufficient time has elapsed for the accused to prepare his defense.

(3) If the student fails to appear at a scheduled hearing and offers no reasonable excuse, the student will be

suspended from the college for one quarter. If the student is unable to appear at a scheduled hearing for a logical reason, another hearing date will be set. The student will direct the excuse to the Dean of Instruction.

(4) No member of the Disciplinary Committee who has an interest in the case shall sit in judgment. A temporary replacement shall be appointed by the Dean of Instruction except in the event of replacement of the Student Senate representative, whose replacement shall be appointed by the President of the Student Senate.

(5) At the hearing, the Dean of Instruction shall preside. The Dean of Student Development shall present any information relative to the situation.

(6) Both the accused and the accusor shall have the right to make statements in extenuation or rebuttal and to call witnesses on their behalf. Both shall also have the right to question witnesses.

(7) Members of the committee shall have the right to call other persons to appear, and to question witnesses and the accused.

(8) Any member of the college faculty or staff, or any student or group of students, may appear only with prior permission of the committee.

(9) The Dean of Student Development may make a recommendation to the committee.

(10) The Dean of Instruction shall be responsible for keeping a verbatim record of the hearing (e.g., a recording). In addition, he/she shall prepare three case summaries of the proceedings. One copy of the case summary shall be kept permanently in the office of the Dean of Instruction, another kept in the office of the Dean of Student Development (to be retained in files separate from student's permanent academic files) and the third shall be for the student. The recording shall be retained by the Dean of Instruction.

The Secretary to the Dean of Instruction is authorized to be present at the proceedings for operation of the recorder and to take written minutes for the case summaries.

(11) An appeal of a decision by the college disciplinary committee may be made to the President.

STUDENT RECORDS— CONFIDENTIALITY AND RELEASE

College of The Albemarle recognizes the importance of exercising responsibility in the maintenance and security of all student records. In order to meet that responsibility and the requirements of the Family Education Rights and Privacy Act of 1974, as enacted by Congress, the college makes the following information known.

I. Types of educational records and information which directly relate to students and which are maintained by the college

A. *Permanent Student Files:* transcripts of work at other institutions, health forms or records, recommendation letters, placement test profiles, application and residency forms

B. *Transcripts:* Academic record of all courses taken while enrolled at the college

II. The official responsible for the maintenance of each type of record, the persons who have access to those records, and the purpose for which they have access:

A. The Registrar: responsible for the maintenance of student files and transcripts.

B. The permanent clerical staff in the Student Development office: access to the files for maintenance purposes.

C. The counselors and faculty advisors: access to the files for the purpose of academic advisement.

D. Members of the Academic Appeals Committee: access when a case comes before the committee.

E. Other authorized college committees: access whenever the nature of their responsibility requires access to student records (e.g., determining awards at graduation, etc.)

III. The policy of the college for reviewing, maintaining, and expunging records

A. As a matter of policy the institution destroys all student records except the official transcript five (5) years after the student leaves the college.

B. Parents and legal guardians of independent students 18 years of age or older do not have a right to view student records, grades, test scores, etc., unless written consent of the student is received. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954 may review student records *without* the written consent of the student.

C. Requests for student transcripts will not be honored as long as the student has any outstanding debt to the college.

D. Official transcripts and placement files will be forwarded *only upon the written request of the student.*

E. Whenever it is requested that grades or records of students be released to faculty or to any agency, written permission must be obtained from the student except as outlined in II preceding. Forms are available in the Registrar's office for this purpose.

F. Instructors may post final exam and end of course grades provided numerical codes are used, unless students notify their instructors five class days before the end of the quarter that they do not wish their grades posted.

IV. The procedures established by the college providing access to student records

A. Upon receipt of a written request from the student, the Registrar shall within thirty (30) days

1. allow the student to inspect and review the permanent file and transcript;
2. provide the student with copies of the material at a cost of $.50 per page if the student so desires;
3. interpret the records to the student;
4. allow the student to challenge, in writing, the content of the files. Upon receipt of the challenge, the Registrar shall conduct a hearing at which time any materials found to be inappropriate or misleading will be corrected. Students shall also have the opportunity to insert into their file any written explanations they deem appropriate.

B. College of The Albemarle considers the following "Directory Information" and will release such infor-

mation unless each student notifies the Registrar in writing the first three class days of each quarter:

1. name, address and phone number;
2. date and place of birth;
3. programs of study;
4. participation in officially recognized activities;
5. dates of attendance;
6. degrees and awards received;
7. the most recent previous educational agency or institution attended by the student;
8. graduation honors.

ACADEMIC REGULATIONS

THE CATALOG AND THE STUDENT'S PROGRAM

The catalog of College of The Albemarle, which is issued every two years, provides a description of the operation of the college and of the regulations that pertain to academic matters.

Ordinarily students may expect to be allowed to secure a diploma or degree in accordance with the curriculum requirements outlined in the catalog in force when they first entered the college or in any subsequent catalog published while they are students. The faculty and administration, however, reserve the right to make changes in curricula and in regulations at any time when they judge changes to be in the best interest of the students and of the college. If students choose to meet the requirements of a catalog other than the one in force at the time of original entrance, they must meet all requirements of the catalog they elect. Students who change their programs of study must meet the requirements of the catalog in force at the time of the change.

Faculty and counselors will make every attempt to give effective guidance to all students; *however, the final responsibility for meeting all academic requirements rests with the student.*

ASSOCIATE DEGREE GRADUATION REQUIREMENTS

I. General Statement

A. *General Requirements*

The college awards the degrees listed below to persons who have fulfilled the following requirements:

1. At least 96 hours of collegiate work must be completed with at least a C (2.0) average.
2. All of the requirements listed in the appropriate catalog (see above section) must be completed.
3. Of the last 45 hours of work completed for a degree, *at least 36 must be completed at the college.*
4. Any individual who has served in the Armed Forces of the United States of America for a minimum of eighteen (18) months of active duty and who is eligible for the G.I. Bill of Rights is exempted from the physical education requirements. Elective hours are required in substitution of the waived physical education hours.
5. Courses with a four-digit course number, a "T" prefix, or a "D" prefix are not applicable toward the Associate in Arts, the Associate in Science, or the Associate in Fine Arts degree.
6. Courses with a two-digit course number are not applicable toward any degree.

B. *Other Requirements*

1. Degrees will not be awarded to students with financial obligations to College of The Albemarle.
2. Candidates for degrees and diplomas must participate in graduation exercises.

II. Associate Degree Requirements

A. *Associate in Arts Degree*

	Quarter Hours
English Composition (ENG 101, 102, 103)	9
[Note: A student may utilize the completion of both ENG 113 and ENG 114 to satisfy the requirement for ENG 101.]	
Mathematics (MAT 111 or higher)	9
Natural Science	12
Humanities	18
Social Science (HIS 101, 102, 103 required)	15
Physical Education Activity Courses	6
Electives to complete at least 96 credit hours	

B. *Associate in Science Degree*

English Composition (ENG 101, 102, 103)	9
[Note: A student may utilize the completion of both ENG 113 and ENG 114 to satisfy the requirement for ENG 101.]	
Mathematics (MAT 121 or higher)	18
Natural Science	24
Humanities	9
Social Science (HIS 101, 102, 103 required)	9
Physical Education Activity Courses	6
Electives to complete at least 96 credit hours	

C. *Associate in Fine Arts Degree**

English Composition (ENG 101, 102, 103)	9
[Note: A student may utilize the completion of both ENG 113 and ENG 114 to satisfy the requirement for ENG 101.]	
Mathematics (MAT 111 or higher) and/or Natural Science	6
Humanities	12
Social Science (HIS 101, 102, 103 required)	9
Physical Education Activity Courses	3
Professional Courses*	36-54
Electives to complete at least 96 credit hours	

*The Associate in Fine Arts degree is awarded only to students who complete at least 36 quarter hours of professional courses in one of the following areas: drama, art, or music. Refer to the Programs of Study section of this catalog for further details.

D. *Associate in Applied Science Degree*
Curriculum requirements are outlined in the *Programs of Study* section of this catalog under Technical Programs.

III. **Definitions**

A. ***Humanities***
Music, art, drama, speech, literature, and foreign language

B. ***Natural Sciences***
Biology, chemistry, physics, and physical science

C. ***Social Sciences***
Economics, geography, history, political science, psychology, sociology, and education

VOCATIONAL DIPLOMA REQUIREMENTS

A diploma is awarded the student who successfully completes the prescribed vocational program of study that is at least four quarters in duration. (See the section in this catalog entitled *Programs of Study* for specific diploma requirements).

CERTIFICATE REQUIREMENTS

A certificate is awarded the student who successfully completes a program of instruction that is three quarters or less in length.

CREDIT BY EXAMINATION

I. **College Level Examination Program (CLEP)—Subject Examinations**

These examinations represent end-of-course examinations developed by the Educational Testing Service for certain widely taught undergraduate courses generally taken during the first two years of college. The tests measure understanding of basic facts and concepts as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

College credit is granted for CLEP Subject Examinations contingent upon the following:

A. examinee must score at or above the score recommended by the Council on College Level Examinations;

B. credit will be granted only for those Subject Examinations that parallel courses appearing in the college catalog in force at the time a student applies for credit;

C. credit hours granted for a Subject Examination will be the same amount of credit that the college grants upon the successful completion of the equivalent course or sequence of courses (e.g., if an examinee successfully passes the American History Subject Examination, which covers the equivalent of three quarters of course work, he/she would receive nine quarter hours of credit);

D. total credit granted for Subject Examinations shall not exceed 45 quarter hours;

E. credit for Subject Examinations is not granted until the examinee has enrolled as a student at College of The Albemarle and passed twelve credit hours with a 2.0 ("C") or better grade point average.

The Office of Student Development has additional information regarding CLEP Subject Examinations.

II. **College of The Albemarle Proficiency Examinations**

These examinations function as a method for obtaining credit by examination in subjects not covered by CLEP Subject Examinations. A student may present a request to receive credit for a course by an examination to an instructor who has knowledge of the student's ability or who feels that the student's background should enable the student to pass the examination.

An examination, agreed upon by a majority of the members of the department involved, must be prepared following the request of the student, administered before the last day for adding courses, and graded by two department members.

The examinee will not receive a letter grade or quality points; however, "credit by examination" will be entered on the student's transcript. The hours will be counted toward graduation but will not be counted in computing a grade point average.

The student can request to receive credit for a given course by way of a proficiency examination only one time. Subsequent attempts to receive credit must be via regular enrollment in the course.

Students should contact the Office of Student Development for additional information.

GRADING SYSTEM

Students receive grades in each course at the end of the quarter. Instructors, using numerical codes, generally post grades outside their offices shortly after final grades are determined; grade slips are mailed to students within a few days after the termination of each quarter.

The system of grades is as follows:

Grade	*Interpretation*	*Quality Points Per Quarter Hour*
A	Superior	4
B	Good	3
C	Average	2
D	Poor, but passing	1
F	Failure	0
I	Incomplete—a deficiency in the quality of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the Incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes the summer quarter). If not removed within this time, the Incomplete (I) becomes a Failure (F). (Before a Developmental Education Department student is given an Incomplete, he/she must arrange with his/her instructor to meet three times a week during the following quarter to work off incompleted work.)	
AUDIT	Will be interpreted as a statement of intent to officially audit the course at the time of registration.	
W	Voluntary withdrawal by the student for unavoidable reasons as determined by the	

Office of Student Development or administrative disenrollment by the instructor. Student Development Counselors *may* assign grades of "W" until the end of the fifth week following the first day of classes for any quarter. Thereafter, *instructors assign all grades.*

A few courses offered by the college are graded on a pass (P), repeat (R) basis. These courses are so indicated in their course descriptions.

ACADEMIC HONORS

I. Dean's List
In order to qualify for the Dean's List, a student must pass a minimum of 12 quarter hours of course work and attain at least a 3.50 grade point average, with no grade being below a "C."

II. Commencement Marshals
Rising sophomores who have maintained the highest quality point average during their freshman year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated Chief Marshal.

III. The President's Service Cup
The President's Service Cup is awarded by the President of College of The Albemarle at the spring or summer graduation to the candidate for graduation who has contributed the most in services to the college. Student nominations are made by a committee composed of the department chairpersons, club advisors, and student development staff. Selection of the student is made by a vote of the faculty and administrative staff.

Names of nominees will be submitted to the Dean of Instruction's office. Pertinent graduation information will be checked with the Dean of Student Development and the names of eligible nominees will be sent to faculty and staff. Votes will be returned to and processed by the Dean of Instruction.

IV. Honor Seals
The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees or diplomas in accordance with the cumulative grade point average noted below. The appropriate citation is also read upon awarding the degree or diploma at the graduation exercise.

Honor Seal	**GPA**
summa cum laude (with highest honors)	3.85-4.00
magna cum laude (with high honors)	3.70-3.84
cum laude (with honors)	3.55-3.69

V. Who's Who Among Students in American Junior Colleges
Club advisors and department chairpersons may select two nominees for *Who's Who*. To be selected, nominees must have a 3.0 GPA; have earned sophomore status with a minimum of 42 credit hours; be approved by two faculty/staff members; submit a brief written autobiographical sketch that includes an outline of their service to the college; and be active participating members of a college club, publication staff, or intramural team.

POLICY FOR ENCOURAGING ACADEMIC PROGRESS

This policy for encouraging academic progress has three goals: (1) prevention of failure, (2) remediation, and (3) as a last resort, exclusion from a program or the college. It applies to all full-time curriculum students.

To impress students with the necessity of maintaining a good academic record, the college defines three categories of students.

(1) *Academic Alert*
This is a non-punitive category with the purpose of alerting students, counselors, and instructors to potential academic problems. Academic alert means that students will be notified of their status and will be required to report to their counselor or advisor who will attempt to identify the causes of poor academic performance, suggest ways to improve, and may suggest alternative programs for which the student is better qualified.

Students will be placed on Academic Alert if they have less than an overall 2.00 G.P.A. for any one quarter.

(2) *Conditional Status*
Students will be placed on Conditional Status if they fail to meet the requirements of the following Academic Progress Scale:

Credit Hours Attempted	Minimum G.P.A.
0-16	1.00
17-32	1.25
33-48	1.50
49-64	1.75
65-80	1.90
81 and above	2.00

This scale does not apply to summer school. Summer school performance will be computed and counted in the cumulative G.P.A. in the succeeding quarter. *Exception:* It does apply every quarter for students receiving educational assistance under the G.I. Bill.

Notice: Students on Conditional Status may enroll for a maximum of 12 credit hours. In addition, they must fulfill these conditions: enrollment and participation in Personal Development (D-PSY 100), which is part of the 12 credit hours, and regular attendance in appropriate Skills Labs for specific subjects. *Exception:* This does not apply to vocational students.

Notice: The status of students transferring to COA will be determined by computing the G.P.A. on all hours attempted at other colleges. Following the first quarter at COA, the status will be determined by considering only hours attempted at COA.

Notice: Students transferring from COA should be aware that the receiving institution may include all college work ever attempted in computing G.P.A.

Notice: Developmental Education Department students who are on Academic Alert or Conditional Status must meet with the Developmental Education counselor at the end of the

first, fifth, and ninth weeks of the quarter (more often if necessary). If they have not already had ORI 100 and PSY 100, they shall be assigned to those courses.

(3) *Academic Suspension*

Students who are unable to meet the requirements of the Academic Progress Scale after two consecutive quarters of Conditional Status will be academically suspended (or directed to a more appropriate program offered by the college). Any student who fails to fulfill the conditions set forth under Conditional Status will be immediately suspended. Vocational students who do not pass at least one-third of their work on an hourly basis may be excluded from registering for the next quarter or placed on probation.

Conditional Status II students who earn a 2.5 G.P.A. at the conclusion of any quarter may be continued by the Dean of Student Development as a Conditional Status II student for the following quarter without being suspended or having to appeal their suspension to the Academic Appeals Committee. Unless they bring their average up to the minimum G.P.A. on the Academic Progress Scale, students who fail to earn a 2.5 G.P.A. in any quarter thereafter will be suspended but still maintain the right to appeal.

Suspended students who enroll in summer school and pull their overall G.P.A. up to the minimum standards will not have to appeal their suspension to the Academic Appeals Committee.

(4) *Academic Progress to Maintain Financial Aid Eligibility*

All college transfer, technical, and vocational students who receive financial assistance (NCSIG, Pell Grant, SEOG, CWS, NDSL, NTA) must maintain the minimum grade point average consistent with the number of hours attempted as listed on the Academic Progress Scale. Students who drop below the scale will be removed from financial assistance the following quarter and will not be eligible for further financial aid until a 2.5 G.P.A. (with a minimum of six credit hours) has been maintained for each quarter thereafter, or their overall G.P.A. is within the Academic Progress Scale. Financial assistance may be reinstated the quarter following demonstration of satisfactory progress toward fulfilling the degree of certificate requirements.

Financial aid students on Academic Alert will not be paid until their cumulative G.P.A. has been computed and is at or above the minimum of the Academic Progress Scale.

Students receiving educational assistance under the G.I. Bill who have been academically suspended will not be recertified until they meet the requirements of the Academic Progress Scale.

Students receiving private scholarships must maintain the G.P.A. requirements as specified for each scholarship.

APPEAL OF SUSPENSION

The Academic Appeals Committee is composed of the Faculty Executive Committee, the Dean of Instruction, and the Dean of Student Development—all being voting members. It considers appeals from students who have been suspended because of unsatisfactory academic progress. A quorum of three committee members is necessary for it to consider appeals. It is chaired by the Chairperson of the Faculty Executive Committee.

The Dean of Student Development is responsible for distributing letters of appeal and students' transcripts to members of the Academic Appeals Committee prior to an assigned meeting. Students wishing to appeal their suspension must submit a written appeal, including their home address and telephone number, to the Dean of Student Development. The dean will notify appellants of the date, place, and time the committee will discuss their appeal. Students may appear before the committee and speak in their own behalf.

COURSE LOAD

Sixteen credit hours of college work is considered the normal student load. Permission must be obtained from the Dean of Student Development for scheduling more than eighteen hours of work.

A student enrolled in at least twelve hours of work is considered to be a full-time student. For students to gain sophomore status at the college they must earn a minimum of 42 credit hours.

REPETITION OF COURSE WORK

A student may repeat a course in order to receive a higher grade. However, all attempts at the course will be recorded on the student's transcript and will be used in calculating a cumulative grade point average.

CLASS ATTENDANCE POLICY

College of The Albemarle regards class lectures, demonstrations, discussions, and other experiences as vital ingredients of the educational process which can hardly be compensated for an out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be disenrolled from that course if such absences are unexcused. Excused absences include school-related activities which have been approved by the instructor, illness on the part of a student, or serious family problems requiring the student's attention. To qualify for excused status, however, *verification* such as a physician's statement may be required. Students who become ill or are otherwise prevented from attending classes should inform their instructors at the earliest opportunity. Failure to do so may result in disenrollment from the course.

DROPPING AND ADDING COURSES

At the beginning of each quarter there is a scheduled period in which students may drop and add courses. The time limit for these changes is published in the academic calendar which appears in the front of the college catalog. Those students wishing to change their schedules should consult with their advisor or counselor. However, it should be noted that *students are advised to exercise good judgment and concern when registering with their advisor or counselor in order that a class schedule can be devised in which no changes will be needed for the duration of the entire quarter.*

During the first week of classes, and if the advisor or counselor agrees that a change is in order, the drop/add form, called a Registration Change Notice, is completed and signed by the student's advisor or counselor and the student. In addition, all financial aid students must have Regis-

tration Change Notices approved by the Director of Student Financial Aid. Finally, all such changes must be approved by the Director of Student Financial Aid and by the Registrar and validated by the Cashier.

From the second week of classes through the fifth week of classes, students dropping courses must see their instructors. Instructors will then complete a Registration Change Notice form; the student must take the form to the Student Development office.

CURRICULUM CHANGES

There are times when students' aptitudes and interests may be better served by a change of curriculum. Should a change in curriculum become advisable, students should consult with their advisor or counselor to explore the possibilities of alternative curricula which might better serve their aptitudes and interests.

Because of the unique nature of each program, students requesting transfer credit will have their academic record evaluated in terms of their goals. Credit and quality points in transfer will be granted by the Dean of Student Development only for those courses that are applicable in the new curriculum, and the student will be held accountable for those courses which are "common" in both their old and new curricula.

WITHDRAWAL FROM COLLEGE

Students who withdraw from the college must confer with their advisor or counselor to complete the withdrawal sections of the Registration Change Notice. Financial aid recipients must also confer with the Director of Student Financial Aid. In order to ensure that all obligations to and withdrawals from the library are counted for, the Director of the Learning Resources Center must also sign the form.

PROGRAMS OF STUDY

COLLEGE TRANSFER PROGRAMS

College transfer programs are designed to provide academic course work that is transferable to senior institutions. If properly selected, course work should transfer without loss of credit, and the student should be granted junior status at senior institution after graduation from College of The Albemarle.

Students can earn either the Associate in Arts, the Associate in Science, or the Associate in Fine Arts degree. The section in this catalog titled *Academic Regulations* gives requirements for each of these degrees.

College of The Albemarle provides professional counseling and faculty consultation to help students plan their programs for transfer to the college or university of their choice. Students should realize, however, that the requirements at senior institutions are so varied that it is impossible to design a program of study that will articulate perfectly with the programs of all senior institutions. Students should consult the catalog of the institution to which they plan to transfer. *Final responsibility for selecting the proper courses rests with the student.*

SAMPLE TWO-YEAR COLLEGE TRANSFER PROGRAMS

Note: *These are sample programs of study.* Students' schedules are flexible and are governed by such factors as educational background, academic aptitude, interests, proposed field of study, choice of four-year institution to which they plan to transfer, and degree requirements at College of The Albemarle.

Pre-Agriculture (C-001) ..... A.S. Degree

This *suggested* curriculum is designed for the student who intends to major in one of the agricultural sciences at a senior institution.

	Quarter Hours
English Composition	9
Mathematics (College Algebra and higher)	18
Natural Science	24
History (HIS 101, 102, 103)	9
Literature	9
Economics	9
Psychology	6
Social Science electives	6
Physical Education Activity Courses	6

Pre-Art (C-003) ..... A.F.A. Degree

Students who plan to transfer to a senior college or university and major in art should follow the *suggested* program listed below. All the professional courses listed below are *required* at College of The Albemarle for the AFA in Art.

		Quarter Hours
English Composition		9
Mathematics/Science		6-9
History (HIS 101, 102, 103)		9
Physical Education Activity Courses		3
Humanities		12
Music History and Literature	9	
English Literature or American Literature	3	
Professional Courses		36
Art History	9	
Drafting	4	
History of Architecture	2	
Color and Design	3	
Drawing	3	
Figure Drawing	3	
Painting Survey	3	
Ceramics Survey	3	
Sculpture Survey	3	
Crafts Design	3	

Suggested Electives	
Principles of Geography	6
General Psychology	6
Literature	6
Electives to complete at least 96 quarter hours	

Pre-Business Administration (C-004) ... A.A. Degree

This *suggested* business administration program is designed for the student who wishes to transfer to a senior institution for a major in business administration.

	Quarter Hours
English Composition	9
History (HIS 101, 102, 103)	9
Natural Science	12
Mathematics	9
Accounting (BUS 203, 204, 205)	12
Economics (ECO 201, 202, 203)	9
Humanities	18-24
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

Pre-Drama (C-006) ..... A.F.A. Degree

This *suggested* program of study is intended for students who plan to major in drama or a related field at a senior institution. Students who wish to pursue careers in costuming, lighting, or set design or who plan to transfer to a four-year institution and major in radio/TV, film, or speech communications should enroll in this program of instruction. All of the professional courses listed below are *required* at College of The Albemarle for the AFA in Drama.

		Quarter Hours
English Composition		9
Mathematics/Science		6-9
History (HIS 101, 102, 103)		9
Physical Education Activity Courses		3
Humanities		12
Any combination of Music Appreciation, History and Appreciation of Art, Drawing (recommended for Technical Theatre Majors), English, or American Literature		
Professional Courses		39
Voice and Diction	6	
Introduction to Phonetics	3	
Technical Theatre	9	
History of the Theatre	9	
Public Speaking	3	
Play Production	3	
Acting I	3	
Acting II	3	

Electives to complete at least 96 quarter hours. Electives should be in the liberal arts area and/or cognate areas to the major. Technical Theatre Majors should elect Color and Design.

Pre-Forestry (C-008) ..... A.S. Degree

This *suggested* program is intended for students who plan to specialize in forestry.

	Quarter Hours
English Composition	9
Mathematics (MAT 121 and higher)	18
Natural Science	24
History (HIS 101, 102, 103)	9
Literature	9
Economics	9
Psychology	6
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

Pre-Law (C-010) ..... A.A. Degree

Students who plan to transfer to a four-year college or university and take a program that prepares them for entrance into a law school should follow this *suggested* program.

	Quarter Hours
English Composition	9
Social Science (HIS 101, 102, 103, ECO 201, 202, 203)	21-24
Mathematics (MAT 121, 122, and 123 or 211)	9
Natural Science	12
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

Pre-Liberal Arts (C-011) ..... A.A. Degree

This *suggested* program is designed to allow students to take courses comparable to those offered in the first two years of a liberal arts curriculum at a senior institution. In addition, this program should be followed by college transfer students who have not definitely decided upon an area of specialization.

	Quarter Hours
English Composition (ENG 101, 102, 103)	9
Social Science (HIS 101, 102, 103 required)	15
Natural Science	12
Mathematics (MAT 121, 122, and 123 or 211)	9
Foreign Language (through Intermediate)	12-24
Literature	9
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

Pre-Mathematics (C-012) ..... A.A. Degree

Students who plan to major in mathematics should follow this *suggested* program of study. Modifications may be necessitated due to variations in the requirements of senior institutions.

	Quarter Hours
English Composition	9
Social Science (HIS 101, 102, 103 required)	15
Natural Science	12
Mathematics (through MAT 204)	18-27
Humanities	9
French (through Intermediate)	12-24
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

Pre-Music (C-015) ..... A.F.A. Degree

This *suggested* program is designed for students who plan to transfer to senior institutions to obtain a Bachelor of Music or Bachelor of Fine Arts degree. All the professional courses listed below are *required* at College of The Albemarle for the AFA in Music.

Students enrolled in this program of study are required to attend all recitals.

		Quarter Hours
English Composition		9
Mathematics/Science		6-9
History (HIS 101, 102, 103)		9
Physical Education Activity Courses		3
Humanities		12
Voice students should complete two years of French (through Intermediate)		
Music students should take Music Appreciation (MUS 220, 221, 222)		
Professional Courses		48-54
Music Theory	18	
Sightsinging and Dictation	12	
Chorus	6	
Voice, Piano, or Organ	12-18	
Electives to complete at least 96 quarter hours		

Pre-Science (C-018) ..... A.S. Degree

This *suggested* curriculum is designed for students who are planning to study medicine, dentistry, or one of the pure sciences (physics, chemistry, biology, etc.).

	Quarter Hours
English Composition	9
Mathematics (MAT 121 and higher)	18
Natural Science	24
History (HIS 101, 102, 103)	9
Humanities (Literature)	9
Foreign Language (through Intermediate)	12-24
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

Pre-Social Work (C-019) ..... A.A. Degree

This *suggested* program is designed for students who plan to transfer to a four-year college or university and major in social work or correctional services.

	Quarter Hours
English Composition	9
Mathematics (MAT 121, 122, 123)	9
Natural Science	12
Humanities (Literature and/or Foreign Language)	18
Sociology (SOC 100, 201, 202, 203, 204)	15
General Psychology (PSY 201, 202)	6
Government (POL 211, 212)	6
History (HIS 101, 102, 103)	9
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

Pre-Elementary Education (C-020) ..... A.A. Degree

This *suggested* program is designed for the student who plans to teach in the elementary grades, and *should be planned on an individual basis to meet requirements of the senior institution to which the student plans to transfer.*

	Quarter Hours
English Composition	9
History (HIS 101, 102, 103, 201, 202, 203)	18
Geography	6
Mathematics (MAT 111, 112, 113)	9
Natural Science	12
Speech (SPH 101)	3
Introduction to Education	3
General Psychology	6
Art (ART 103)	3
Music (MUS 100, 101)	4
Hygiene (HEA 121)	3
Government (POL 211, 212)	6
Literature (ENG 205 or 206 or 207)	3
Physical Education Activity Courses	6
Library Usage (LIB 100)	1
Electives to complete at least 96 quarter hours	

Pre-Business Education (C-026) ..... A.A. Degree

This *suggested* program should be followed by students who plan to teach business education in the public schools.

	Quarter Hours
English Composition	9
History (HIS 101, 102, 103)	9
Natural Science	12
Humanities	18
Mathematics	9
Economics	9
Accounting	12
Typewriting (through BUS 213)	6-9
Shorthand (BUS 111, 112, 113)	13
Physical Education Activity Courses	6

Pre-Secondary Education (C-028) ..... A.A. Degree

Students who plan to teach in the public schools at the secondary level should follow this *suggested* program. Due to the varied nature of secondary education curricula, students in this program *should plan their courses on an individual basis, taking into consideration the area in which they plan to teach and the senior institution to which they intend to transfer.*

	Quarter Hours
English Composition	9
History (HIS 101, 102, 103)	9
Natural Science	12
Mathematics (MAT 121, 122 and 123 or 211)	9
Speech	3
Introduction to Education	3
General Psychology	3-6
Hygiene (HEA 121, 122 or 223)	3
Humanities (Literature and/or Foreign Language)	18
Physical Education Activity Courses	6
Electives to complete at least 96 quarter hours	

GENERAL EDUCATION (G-020)

Associate in General Education Degree

This program is designed to serve those individuals who want to expand their knowledge of our culture, to enrich their personal lives, and to improve their understanding of the world today. It is designed as a two-year *terminal* program for students who desire a basic exposure to the liberal arts but who would like to tailor their program to personal interests rather than to specific professional requirements.

I. Required Courses		Quarter Hours
A. English and Literature		12
1. ENG 113 & 114 or ENG 101 & 102	6	
2. Two courses in American or English Literature	6	

B. Fine Arts		6
1. One three hour course from one of the following areas:	3	
a. Art		
b. Music		
c. Drama		
2. SPH 101 or 201	3	
C. Social Science		12
1. Any three 100 or 200 level courses from the following areas:	9	
a. History		
b. Geography		
c. Political Science		
2. One 100- or 100-level course from one of the following areas:	3	
a. Psychology		
b. Sociology		
D. Mathematics and Science		6-9
1. Mathematics	3-5	
a. Any College Transfer mathematics course		
b. Any Technical mathematics course		
c. BUS 107—Business Mathematics		
2. Science—Any 100-level course from the following areas:	3-4	
a. Biology		
b. Chemistry		
c. Physics		
d. Physical Science		
Total Required Courses		36-39
II. Electives		57-60
100- or 200-level College Transfer or Technical courses and courses prefixed with D may be taken as electives.		
TOTAL HOURS		96

TECHNICAL PROGRAMS

Technical programs are designed to prepare students for entry jobs in paraprofessional fields. With experience, many technicians move into professional and managerial positions. Students enrolled in the technical programs, in addition to taking courses that are occupational in nature, take general education courses.

Even though the technical programs are college-level, they are designed for entrance into employment and not for transfer to a senior institution. However, certain courses in the technical programs may be accepted by a four-year college or university for transfer credit.

The technical programs are two years in length and lead to the Associate in Applied Science degree. The following pages give technical program requirements. Deviations from the requirements must be approved by the appropriate department chairperson and the Dean of Instruction. However, the following deviation is allowed without approval: ENG 113 and ENG 114 may be taken in lieu of ENG 101 in all technical programs.

BUSINESS ADMINISTRATION TECHNOLOGY (T-018)

Associate in Applied Science Degree

The Business Administration program is designed to prepare the student for employment in one of the many occupations found in the business world. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Graduates of this program can enter a variety of careers, from beginning sales person to office clerk to manager trainee.

First Year

First Quarter		Class	Class	Lab	Cr. Hrs.
*BUS	101	Elementary Typewriting	3	2	4
BUS	106	Introduction to Business	5	0	5
ECO	201	Principles of Economics I	3	0	3
ENG	101	English Composition I	3	0	3
SPH	101	Voice and Diction I or			
or	201	Public Speaking	3	0	3
					18
Second Quarter					
BUS	107	Business Mathematics	5	0	5
ECO	202	Principles of Economics II	3	0	3
ENG	102	English Composition II	3	0	3
T-BUS	123	Business Finance	3	0	3
T-BUS	210	Office Machines	1	2	2
					16
Third Quarter					
ECO	203	Principles of Economics III	3	0	3
**HEA	121,122 or 223		3	0	3
T-BUS	271	Office Management	3	0	3
T-BUS	272	Principles of Supervision	3	0	3
		Elective(s)†			6
					18

Second Year

First Quarter					
BUS	203	Principles of Accounting I	3	3	4
BUS	211	Marketing	5	0	5
EDP	101	Computer Fundamentals	3	0	3
T-BUS	115	Business Law I	3	0	3
		Elective(s)†			3
					18
Second Quarter					
BUS	204	Principles of Accounting II	3	3	4
BUS	209	Business Communications	3	0	3
EDP	207	COBOL I	3	2	4
T-BUS	116	Business Law II	3	0	3
		Elective(s)			3
					17

*Credit may be granted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempted.

**Three hours of physical education activity courses may be substituted.

†PSY 201 and PSY 202 are recommended as electives.

Third Quarter					
T-BUS	235	Business Management	3	0	3
T-BUS	229	Taxes	3	2	4
T-BUS	243	Advertising	3	0	3
		Elective(s)			6
					16

Total Credit Hours Required for Graduation 103

DRAFTING AND DESIGN (T-043)

Associate in Applied Science Degree

The Drafting and Design program is designed to prepare technical-level draftsmen. Emphasis is placed on the ability to think and plan, as well as upon procedures and techniques used by the draftsmen. Although most of the program deals with mechanical drafting, the student is introduced to architectural drafting techniques.

First Year

First Quarter			Class	Lab	Cr. Hrs.
DFT	101	Engineering Drawing I	3	3	4
T-DES	101	Tools, Materials, and Processes I	3	0	3
ENG	101	English Composition I	3	0	3
*T-MAT	104	Technical Math I	5	0	5
					15
Second Quarter					
DFT	102	Engineering Drawing II	3	3	4
T-DES	102	Tools, Materials, and Processes II	2	3	3
*T-MAT	105	Technical Math II	4	0	4
T-DFT	104	Electronic Drafting	1	3	2
**HEA	121, 122, or 223		3	0	3
					16
Third Quarter					
DFT	103	Engineering Drawing III	3	3	4
T-DES	103	Strength of Materials	3	0	3
*T-MAT	106	Technical Math III	3	0	3
DFT	105	History of Architecture I	3	0	3
DFT	207	Architectural Drawing I	3	3	4
					17
Summer Quarter					
T-DFT	204	Technical Illustration	3	3	4
DFT	106	History of Architecture II	2	0	2
DFT	208	Architectural Drawing II	3	3	4
T-DFT	210	Printed Circuit Board Layout and Design	3	3	4
					14

Second Year

First Quarter			Class	Lab	Cr. Hrs.
T-DFT	201	Advanced Engineering Graphics I	3	3	4
PHY	201	General Physics	3	3	4
T-DFT	214	Jigs & Fixtures	3	3	4
EDP	101	Computer Fundamentals	3	0	3
					15
Second Quarter					
T-DFT	202	Advanced Engineering Graphics II	3	3	4
PHY	202	General Physics	3	3	4
DFT	205	Descriptive Geometry	3	3	4
		Elective(s) (Social Science or Humanities course)	3	0	3
T-TEC	201	Technical Report Writing I	2	0	2
					17
Third Quarter					
T-DFT	203	Advanced Engineering Graphics III	3	3	4
PHY	203	General Physics	3	3	4
T-DFT	206	Design Drafting	3	3	4
T-TEC	202	Technical Report Writing II	2	0	2
					14

Total Hours for Graduation (Depends on Math Sequence) 105 or 108

*MAT 121, 122, and 123 may be substituted for T-MAT 104, 105, and 106. Also, elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt

**Three hours of physical education activity courses may be substituted

ELECTRONIC DATA PROCESSING—BUSINESS (T-022)

Associate in Applied Science Degree

The EDP—BUSINESS program is designed to train students to work with computer systems in business and industry. The courses in this program, with BASIC and COBOL computer languages, will prepare student to compete in a highly technical field with many employment opportunities. Upon successful completion of this program of instruction, students may elect to transfer to a four-year program.

First Year

First Quarter			Class	Lab	Cr. Hrs.
ENG	101	English Composition I	3	0	3
*T-MAT	104	Technical Math I	5	0	5
EDP	101	Computer Fundamentals	3	0	3
BUS	106	Introduction to Business	5	0	5
ECO	201	Principles of Economics I	3	0	3
					19
Second Quarter					
ENG	102	English Composition II	3	0	3
*T-MAT	105	Technical Math II	4	0	4
EDP	109	Beginning BASIC Programming	3	3	4
ECO	202	Principles of Economics II	3	0	3
EDP	113	Logic Design & Flow Charts	3	0	3
					17
Third Quarter					
T-TEC	201	Technical Report Writing I	2	0	2
EDP	110	Advanced BASIC Programming	3	3	4
ECO	203	Principles of Economics III	3	0	3
**HEA	121, 122, or 223		3	0	3
		Elective			3
					15

Second Year

Fourth Quarter					
T-TEC	202	Technical Report Writing II	2	0	2
BUS	203	Accounting I	3	3	4
EDP	207	COBOL I	3	2	4
T-BUS	115	Business Law I	3	0	3
EDP	219	System Analysis	3	0	3
					16

*Math 121 and 122 may be substituted for T-MAT 104 and 105. Also, elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt.

**Three hours of physical education activity courses may be substituted

Fifth Quarter					
BUS	204	Accounting II	3	3	4
EDP	208	COBOL II	3	2	4
EDP	204	Electronic Word Processing	3	0	3
PSY	201	General Psychology I	3	0	3
		Elective (Social Science or Humanities course)	3	0	3
					17
Sixth Quarter					
EDP	209	COBOL III	3	2	4
EDP	220	Computer Programming Project	3	2	4
MAT	211	Elementary Statistics	3	0	3
T-BUS	272	Principles of Supervision	3	0	3
		Elective	3	0	3
					17
Total Hours for Graduation (Depends on Math Sequence)					98 or 101

ELECTRONICS (T-045)

Associate in Applied Science Degree

The Electronics program provides a basic background in electronics theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who can work as an assistant to engineers, or in a liaison capacity between the engineer and the skilled craftsman.

Electronics technicians start in one or more of the following areas: research, design, development, production, maintenance, or sales. Also they may begin as engineering aides, laboratory technicians, or equipment specialists.

First Year

			Class	Lab	Cr. Hrs.
First Quarter					
T-ELN	101	D.C. Circuits	5	3	6
ENG	101	English Composition I	3	0	3
*T-MAT	104	Technical Math I	5	0	5
DFT	101	Engineering Drawing I	3	3	4
					18
Second Quarter					
T-ELN	102	A.C. Circuits	5	3	6
*T-MAT	105	Technical Math II	4	0	4
T-DFT	104	Electronic Drafting	1	3	2
ENG	102	English Composition II	3	0	3
		Electives			3
					18
Third Quarter					
T-ELN	113	Electronics I	5	3	6
EDP	101	Computer Fundamentals	3	0	3
**HEA	121, 122, or 223		3	0	3
*T-MAT	106	Technical Math III	3	0	3
T-TEC	201	Technical Report Writing I	2	0	2
					17
Summer Quarter					
T-ELN	114	Electronics II	3	3	4
EDP	109	Beginning Basic Programming	3	3	4
T-DFT	210	Printed Circuit Board Layout and Design	3	3	4
					12

*MAT 21, 122, and 123 may be substituted for T-MAT 104, 105, and 106. Also, elective hours may be substituted for T-MAT 104 if performance on the mathematics segment of the placement test indicates the student may be exempt.

**Three hours of physical education activity courses may be substituted.

Second Year

First Qurter					
T-ELN	211	Electronics III	3	3	4
T-ELN	212	Digital Electronics I	3	3	4
PHY	201	General Physics I	3	3	4
ECO	201	Principles of Economics I	3	0	3
T-TEC	202	Technical Report Writing II	2	0	2
					17
Second Quarter					
T-ELN	213	Digital Electronics II	3	3	4
T-ELN	215	Electronic Servicing I	3	3	4
PHY	202	General Physics II	3	3	4
		Elective(s)			3
					15
Third Quarter					
T-ELN	214	Digital Electronics III	3	3	4
T-ELN	216	Electronic Servicing II	3	3	4
PHY	203	General Physics III	3	3	4
		Elective(s) (Social Science or Humanities course)			3
					15
Total Hours for Graduation (Depends on Math Sequence)					109 or 112

GENERAL OFFICE TECHNOLOGY (T-033)

Associate in Applied Science Degree

The General Office Technology curriculum requires two years of college study. Graduates of the General Office Technology curriculum may be employed as an administrative assistant, accounting clerk, assistant office manager, bookkeeper, file clerk, or in a variety of other clerical positions.

First Year

			Class	Lab	Cr. Hrs.
First Quarter					
*BUS	101	Elementary Typewriting	3	2	4
BUS	110	Filing	3	0	3
ENG	101	English Composition I	3	0	3
BUS	106	Introduction to Business	5	0	5
		Elective(s) (Social Science or Humanities course)			3
					18
Second Quarter					
LIB	100	Library Usage	1	0	1
BUS	102	Intermediate Typewriting	2	3	3
ENG	102	English Composition II	3	0	3
BUS	107	Business Mathematics	5	0	5
**HEA	121, 122, or 223		3	0	3
		Elective(s) (Social Science or Humanities course)	3	0	3
					18
Third Quarter					
BUS	103	Advanced Typewriting	2	3	3
BUS	108	Personal Finance	5	0	5
T-BUS	271	Office Management	3	0	3
		Elective(s) (General)			6
					17

*Elective hours may be substituted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempt.

**Three hours of physical education activity courses may be substituted.

Second Year

First Quarter

EDP	101	Computer Fundamentals	3	0	3
T-BUS	109	Inter-Personal Relations	3	1	3
T-BUS	115	Business Law I	3	0	3
BUS	211	Marketing	5	0	5
T-BUS	221	Word Processing	3	2	4
					18

Second Quarter

***SPH	102	Voice and Diction II	3	0	3
T-BUS	116	Business Law II	3	0	3
T-BUS	210	Office Machines	1	2	2
BUS	209	Business Communications	3	0	3
		Elective(s) (General)			6
					17

Third Quarter

BUS	213	Typewriting for Speed	3	1	3
BUS	214	Office Procedures	3	2	4
†T-BUS	212	Bookkeeping	3	2	4
T-BUS	229	Taxes	3	2	4
					15

Total Hours Required for Graduation 103

***Evening students may substitute SPH 201.
†Bus 203 may be substituted.

ASSOCIATE DEGREE NURSING (T-059)

Associate in Applied Science Degree

College of The Albemarle's program to prepare students for registered nursing is seven quarters in length. Students are admitted each September. The primary purpose of the program is to prepare men and women for careers as registered nurses who are competent to give direct patient care in a number of settings.

Students secure a college-level education with the privileges and responsibilities as students in the total student body. They share in social and cultural aspects of college life while developing as individuals, citizens, and nurses.

Classes in general education courses are shared with students from other disciplines. Clinical experiences are carefully planned around current nursing theory. Nursing faculty select, guide, and evaluate learning experiences in hospitals and other agencies. Present affiliations include Albemarle Hospital, Pasquotank County Health Department, Portsmouth Naval Hospital, Norfolk General Hospital (Burn Center), Maryview Community Mental Health Center, and Winslow Memorial Home.

Rather than complete the program in seven consecutive quarters, a student may choose to complete the requirements over a three-year period, taking the general college courses the first year and nursing courses the next two years.

General education courses required in the nursing program may be transferred to a senior institution and apply toward a baccalaureate degree. Transferability of nursing courses varies with each institution.

For specific admissions requirements, contact the Director of Admissions.

First Year

			Class	Lab	Cr. Hrs.
Summer Quarter					
NUR	100	Orientation to Nursing (Optional Course)	2	0	2
First Quarter					
NUR	101	Introduction to Nursing	4	15	9
BIO	205	Anatomy & Physiology I	3	3	4
PSY	201	General Psychology I	3	0	3
NUT	101	Nutrition	3	0	3
					19
Second Quarter					
NUR	102	Medical-Surgical Nursing I	4	15	9
BIO	206	Anatomy & Physiology II	3	3	4
PSY	202	General Psychology II	3	0	3
PHM	101	Pharmacology I	3	0	3
					19
Third Quarter					
NUR	103	Medical-Surgical Nursing II	4	15	9
BIO	207	Microbiology	3	3	4
PSY	231	Child Growth & Development	3	0	3
PHM	102	Pharmacology II	3	0	3
					19

Second Year

Summer Quarter					
NUR	201	Maternity Nursing	4	15	9
First Quarter					
*NUR	202	Child Health Nursing	4	15	9
SPH	201	Public Speaking	3	0	3
ENG	101	English Composition I	3	0	3
					15
Second Quarter					
*NUR	203	Psychiatric/Mental Health Nursing	4	15	9
*NUR	205	Issues in Nursing	4	0	4
**HEA		121, 122, or 223	3	0	3
					16
Third Quarter					
*NUR	204	Medical-Surgical Nursing III	4	15	9
SOC	201	Introduction to Sociology	3	0	3
ENG	102	English Composition II	3	0	3
†NUR	206	Leadership & Management of Patient Care	2	0	2
					17

Total Hours Required for Graduation 114

*Each sequence of courses is offered each quarter
Second year students are divided into three groups which rotate through each sequence during their second year
**Three physical education activity courses may be substituted for the HEA course. These should be spaced over two or more quarters
†Only offered spring quarter.

The Associate Degree Nursing curriculum is constructed to allow the student to progress from the general to the specific and from the simple to from the complex. The first three nursing courses (NUR 101, 102 and 103) must be satisfactorily completed (minimum grade of "C") in sequence. All 100 level nursing courses, as well as NUT 101, PHM 01, PHM 102, PSY 201, PSY 202, and PSY 231, must be successfully completed prior to enrollment in 200-level nursing courses.

A student must meet the college's graduation criteria as stated in the college catalog. ADN students must make at

least a "C" (as defined in the General Policies Handbook of the Department of Nursing) in *each* course to continue taking nursing courses, as well as to graduate. Any student making less than a "C" will be counseled to take a reduced academic load or transfer to another curriculum. This applies to both 100- and 200-level nursing courses.

Upon successful completion of the program, the student is granted the Associate in Applied Science Degree. Upon recommendation of the nursing faculty, the student is eligible to take the State Board of Nursing Exam to obtain the registered nurse (R.N.) certificate.

EXECUTIVE SECRETARY (T-030)

Associate in Applied Science Degree

The Executive Secretary program is designed to provide students with training in typing, dictation, transcription, office procedures, and other skills needed to perform secretarial work for an executive.

The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing correspondence and reports. A secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. Employment may be found in a variety of fields, such as insurance companies, banks, marketing institutions, and financial firms.

First Year

First Quarter			Class	Lab	Cr. Hrs.
*BUS	101	Elementary Typewriting	3	2	4
ENG	101	English Composition I	3	0	3
BUS	106	Introduction to Business	5	0	5
BUS	110	Filing	3	0	3
		Elective(s) (Social Science or Humanities course)	3	0	3
					18
Second Quarter					
BUS	102	Intermediate Typewriting	2	3	3
ENG	102	English Composition II	3	0	3
BUS	107	Business Mathematics	5	0	5
*BUS	111	Elementary Shorthand	5	0	5
LIB	100	Library Usage	1	0	1
					17
Third Quarter					
BUS	103	Advanced Typewriting	2	3	3
BUS	108	Personal Finance	5	0	5
BUS	112	Intermediate Shorthand	3	2	4
T-BUS	109	Inter-Personal Relations	3	1	3
**HEA	121, 122, or 223		3	0	3
					18

Second Year

First Quarter					
T-BUS	115	Business Law I	3	0	3
EDP	101	Computer Fundamentals	3	0	3
BUS	113	Advanced Shorthand	2	3	4
T-BUS	221	Word Processing	3	2	4
		Elective(s) (Social Science or Humanities course)	3	0	3
					17
Second Quarter					
SPH	102	Voice and Diction II	3	0	3
T-BUS	210	Office Machines	1	2	2
BUS	209	Business Communications	3	0	3
T-BUS	222	Transcription I	3	2	4
		Elective(s) (General)			6
					18
Third Quarter					
†T-BUS	212	Bookkeeping	3	2	4
BUS	213	Typewriting for Speed	3	1	3
T-BUS	223	Transcription II	3	2	4
BUS	214	Office Procedures	3	2	4
					15

Total Hours Required for Graduation 103

†BUS 203 may be substituted.

*Credit may be granted for Elementary Typewriting and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that the student may be exempted from them.

**Three hours of physical education activity courses may be substituted.

MEDICAL SECRETARY (T-032)

Associate in Applied Science Degree

The Medical Secretary program is designed to provide students with training in typing, dictation, transcription, office procedures, and terminology for employment in the medical and health care fields.

The duties of a medical secretary may consist of taking dictation and transcribing letters, memoranda, and reports; meeting office callers and screening telephone calls; filing; and scheduling appointments. The graduate may enter a secretarial position in physicians' offices, private and public hospitals, and federal and state health agencies.

First Year

First Quarter			Class	Lab	Cr. Hrs.
*BUS	101	Elementary Typewriting	3	2	4
ENG	101	English Composition I	3	0	3
BUS	106	Introduction to Business	5	0	5
BUS	110	Filing	3	0	3
		Elective(s) (General)			3
					18
Second Quarter					
BUS	102	Intermediate Typewriting	2	3	3
ENG	102	English Composition II	3	0	3
BUS	107	Business Mathematics	5	0	5
*BUS	111	Elementary Shorthand	5	0	5
LIB	100	Library Usage	1	0	1
					17
Third Quarter					
BUS	103	Advanced Typewriting	2	3	3
BUS	108	Personal Finance	5	0	5
BUS	112	Intermediate Shorthand	3	2	4
T-BUS	109	Inter-Personal Relations	3	1	3
**HEA	121, 122, 223		3	0	3
					18

Second Year

First Quarter					
T-BUS	115	Business Law I	3	0	3
EDP	101	Computer Fundamentals	3	0	3
BUS	113	Advanced Shorthand	2	3	4
T-BUS	221	Word Processing	3	2	4
BUS	215	Medical Terminology & Vocabulary I	3	0	3
					17

*Credit may be granted for Elementary Typewriting and/or Elementary Shorthand if performance on proficiency tests in these skills indicates that the student may be exempted from them.

**Three hours of physical education activity courses may be substituted.

Second Quarter					
SPH	102	Voice and Diction II	3	0	3
T-BUS	210	Office Machines	1	2	2
BUS	209	Business Communications	3	0	3
T-BUS	222	Transcription I	3	2	4
BUS	216	Medical Terminology & Vocabulary II	3	0	3
					15
Third Quarter					
†T-BUS	212	Bookkeeping	3	2	4
BUS	213	Typewriting for Speed	3	1	3
T-BUS	223	Transcription II	3	2	4
BUS	214	Office Procedures	3	2	4
		Elective(s) (General)			3
					18

Total Hours Required for Graduation 103

†BUS 203 may be substituted

POSTAL SERVICE TECHNOLOGY (T-141)

Associate in Applied Science Degree

The Postal Service Technology program is designed to provide opportunities for advancement to present and future employees of the U.S. Postal Service. Graduates of the program will be prepared to function effectively within a variety of positions. This will be accomplished through the study of postal organization, mail processing, employee and customer services, mail delivery and collection, problem analysis, related business/management subjects, and general education courses.

Applicants for Postal Service employment must pass a civil service examination and be placed on a federal register before they can be employed.

First Year

First Quarter			Class	Lab	Cr. Hrs.
*BUS	101	Elementary Typewriting	3	2	4
BUS	106	Introduction to Business	5	0	5
ECO	201	Principles of Economics I	3	0	3
ENG	101	English Composition I	3	0	3
		**Specialized Course	3	0	3
					18
Second Quarter					
BUS	107	Business Mathematics	5	0	5
ECO	202	Principles of Economics II	3	0	3
ENG	102	English Composition II	3	0	3
		**Specialized Course	3	0	3
T-BUS	210	Office Machines	1	2	2
					16
Third Quarter					
ECO	203	Principles of Economics III	3	0	3
HEA	223	First Aid and Safety Education	3	0	3
T-BUS	271	Office Management	3	0	3
T-BUS	272	Principles of Supervision	3	0	3
		Electives	3	0	3
		**Specialized Course	3	0	3
					18

*Credit may be granted for Elementary Typing if performance on proficiency tests in this skill indicates that the student may be exempted.

Second Year

First Quarter					
BUS	203	Principles of Accounting I	3	3	4
		**Specialized Course	3	0	3
EDP	101	Computer Fundamentals	3	0	3
T-BUS	115	Business Law I	3	0	3
		**Specialized Course	3	0	3
					16
Second Quarter					
BUS	204	Principles of Accounting II	3	3	4
BUS	209	Business Communications	3	0	3
EDP	109	BASIC I	3	2	4
T-BUS	116	Business Law II	3	0	3
		**Specialized Course	3	0	3
					17
Third Quarter					
PSY	201	General Psychology I	3	0	3
SPH	201	Public Speaking	3	0	3
		**Specialized Course	3	0	3
		**Specialized Course	3	0	3
		**Specialized Course	3	0	3
					15

Total Hours for Graduation 100

**Specialized Postal Service courses are listed below.

			Class	Lab	Cr. Hrs.
POS	101	Postal History & Organization	3	0	3
POS	103	Mail Processing I	3	0	3
POS	105	Mail Processing II	3	0	3
POS	201	Postal Labor-Management	3	0	3
POS	202	Postal Service Finance	3	0	3
POS	203	Postal Employee Services	3	0	3
POS	205	Postal Delivery & Collection	3	0	3
POS	206	Postal Customer Services	3	0	3
POS	208	Postal Problems Analysis	3	0	3
					27

VOCATIONAL PROGRAMS

The major objective of each of the vocational programs is to guide youth and adults in acquiring vocational competency in the knowledge and skills that will help them to become well-adjusted and self-supporting citizens.

Courses are designed to prepare students for initial employment, to retrain for new skills, or to advance students in a vocation. Students are expected to acquire the skills and technical knowledge that become assets for employment in business and industry.

The vocational programs are generally one year in length and lead to a diploma. Program requirements are given on the following pages. Deviations from the requirements must be approved by the appropriate department chairperson and the Dean of Instruction.

Students attending vocational trade classes will receive a letter grade on each course upon completion of the minimum number of clock hours specified for each course (see the course descriptions) and/or satisfactory performance on the final examination.

Apprenticeship

All vocational programs may be considered preapprenticeship programs.

Safety

Safety is stressed at all times in the vocational programs. If students are incapable of safe conduct in the shops or willfully and flagrantly violate the safety rules of the shops and become a safety hazard to themselves or to their classmates, they may be suspended immediately from their program of study. All suspensions of this type must be approved by the Director of Occupational Education and the Dean of Instruction.

Evening Classes

Since evening vocational classes meet for fewer hours per week than do equivalent day classes, evening students must attend class for more than one quarter in order to complete the minimum clock hours and receive credit for the course.

Grade reports listing satisfactory or unsatisfactory progress and total clock hours completed will be sent to the student at the end of each quarter until the student has satisfactorily completed the course. Course segments will be noted on permanent records by a suffix "a," "b," or "c" on the course number.

Hours Per Week

The programs that are described on the following pages include a listing of hours of instruction per week. This is the minimum number of hours that each student will spend in instructional activities each week.

Class—refers to the time spent in classroom instruction.

Lab —refers to the time spent in laboratory instruction or experimentation.

Shop or Clinical Practice—refers to shop practice or clinical practice in which students are involved in the supervised practice of learning experiences in institution laboratories or approved clinical facilities.

AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

This program is designed to give students the basic skills and academic background necessary to enter and compete successfully in the air conditioning and refrigeration trade. All aspects of installation, servicing, troubleshooting, and repair for domestic and commercial air conditioning, heating, and refrigeration will be covered in this program. Safety and good work habits are stressed in all vocational programs.

			Hours Per Week Class	Lab	Shop Pract.	Qtr. Hrs. Cr.
First Quarter						
ENG	1020	Reading Improvement	2	0	0	2
AHR	1120	Principles of Refrigeration & Air Conditioning	5	0	15	10
MAT	1000	Fundamentals of Math	5	0	0	5
DFT	1104	Blueprint Reading: Mechanical	0	0	3	1
						18
Second Quarter						
AHR	1122	Domestic and Commercial Refrigeration	3	0	13	7
ENG	1030	Communication Skills	2	0	0	2
ELC	1102	Applied Electricity	2	0	3	3
MAT	1010	Vocational Math	3	0	0	3
DFT	1116	Blueprint Reading: Air Conditioning	1	0	3	2
						17
Third Quarter						
AHR	1125	Principles of Air Conditioning & Heating	3	0	13	7
AHR	1128	Automatic Controls I	3	0	6	5
PSY	1060	Industrial, Community, & Personal Relations	2	0	0	2
WLD	1101	Basic Gas Welding	0	0	3	1
						15
Fourth Quarter						
AHR	1124	Air Conditioning and Refrigeration Servicing	3	0	6	5
AHR	1129	Automatic Controls II	3	0	7	5
MEC	1120	Duct Construction and Maintenance	3	0	6	5
BUS	1103	Small Business Operations	2	0	0	2
						17
		Total Credit Hours				67

AUTOMOTIVE MECHANICS (V-003)

The Automotive Mechanics program provides training in developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. A thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussions, and shop practice.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references.

			Hours Per Week Class	Lab	Shop Pract.	Cr. Hrs. Equiv.
First Quarter						
AUT	1100	Internal Combustion Engines	3	8	8	9
MAT	1000	Fundamentals of Mathematics	5	0	0	5
DFT	1000	Blueprint Reading I	4	0	0	4
ENG	1020	Reading Improvement	2	0	0	2
						20
Second Quarter						
AUT	1115	Auto Fuel & Emissions Systems	3	4	4	6
AUT	1110	Auto Electrical Systems	3	4	4	6
MAT	1010	Vocational Mathematics	3	0	0	3
PHY	1040	Applied Physics I	1	2	0	2
ENG	1030	Communication Skills	2	0	0	2
						19

Third Quarter						
AUT	1124	Auto Transmission & Drive Trains	3	9	8	9
PSY	1060	Industrial, Community, & Personal Relations	2	0	0	2
PHY	1050	Applied Physics II	1	2	0	2
WLD	1401	Basic Welding	2	3	0	3
						16
Fourth Quarter						
AUT	1123	Brakes, Chassis & Suspension	3	3	4	5
AUT	1140	Automotive Air Conditioning	2	4	0	4
BUS	1103	Small Business Operations	2	0	0	2
PHY	1060	Applied Physics III	1	2	0	2
AUT	1125	Automotive Servicing	3	2	4	5
						18
		Total Credit Hours				73

A certificate program in Automotive Mechanics is offered at the Maple Correctional Unit in Currituck County. Certificates are awarded to inmates when they successfully complete each of the following courses:

			Class	Lab	Shop Pract.	Cr. Hrs. Equiv.
First Quarter						
AUT	1111	Auto Electrical & Electronics Systems	5	0	25	17
Second Quarter						
AUT	1116	Auto Engines & Fuel Systems	5	0	25	17
Third Quarter						
AUT	1117	Auto Transmissions, Drive Trains, and Brake System	5	0	25	17
Fourth Quarter						
AUT	1118	Auto Tune-up, Steering & Front End, and Air Conditioning	5	0	25	17

COSMETOLOGY (V-009)

The Cosmetology Program is designed to prepare the student for employment in the field of cosmetology. The program provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting, and hair styling.

Upon completion of this program, a person is qualified to begin a six-month apprenticeship and to take the examination administered by the North Carolina Board of Cosmetic Art. Both of these require successful completion before the license is issued by the Board. Students may elect to substitute a fifth quarter of the Cosmetology program for the six-month apprenticeship.

			Class	Lab	Clin. Pract.	Qtr. Hrs. Equiv.
First Quarter						
COS	1001	Scientific Study I	5	5	0	7
COS	1011	Mannequin Practice	5	15	0	12
ENG	1020	Reading Improvement	2	0	2	2
						21
Second Quarter						
COS	1002	Scientific Study II	5	0	0	5
COS	1022	Clinical Application I	0	5	17	7
MAT	1000	Fundamentals of Math	5	0	0	5
						17
Third Quarter						
COS	1003	Scientific Study III	5	0	0	5
COS	1033	Clinical Application II	0	5	20	8
ENG	1030	Communication Skills	2	0	0	2
						15
Fourth Quarter						
COS	1004	Scientific Study IV	5	0	0	5
COS	1044	Clinical Application III	0	5	20	8
						13
Fifth Quarter (Optional)						
COS	1005	Scientific Study V	5	0	0	5
COS	1055	Clinical Practice IV	0	5	20	8
						13
		Total Credit Hours				79

ELECTRICAL INSTALLATIONS AND MAINTENANCE (V-018)

This program is designed to give students the basic skills and academic background necessary to enter and succeed in the Electrical Installation and Maintenance trade. All aspects of this trade related to domestic and light commercial applications are stressed. Safety and good work habits are stressed in this program. The National Electrical Code and its application are also taught.

			Class	Lab	Shop Pract.	Qtr. Hrs. Cr.
First Quarter						
ENG	1020	Reading Improvement	2	0	0	2
MAT	1000	Fundamentals of Math	5	0	0	5
ELC	1510	Fundamentals of Electrical Installation I	5	0	16	10
DFT	1135	Blueprint Reading: Electrical	2	0	0	2
						19
Second Quarter						
ENG	1030	Communication Skills	2	0	0	2
MAT	1010	Vocational Math	3	0	0	3
ELC	1520	Fundamentals of Electrical Installation II	3	0	5	4
ELC	1522	Residential Installation	5	0	12	9
						18
Third Quarter						
ELC	1530	Fundamentals of Electrical Installation III	5	0	6	7
ELC	1532	Commercial Installation	5	0	12	9
PSY	1060	Industrial, Community, & Personal Relations	2	0	0	2
						18
Fourth Quarter						
ELC	1540	Marine and Industrial Installations	3	0	10	6
ELC	1542	Electric Motors and Controls	5	0	10	8
BUS	1103	Small Business Operations	2	0	0	2
						16
		Total Credit Hours				71

ELECTRONIC SERVICING (V-042)

Within recent years improved electronic techniques have provided expanded entertainment and educational facilities in the form of monochrome and color television, frequency modulated radio, high fidelity amplifiers, and sterophonic sound equipment. These developments require the expanded knowledge and skill of an individual who would qualify as

a competent and up-to-date serviceperson.

This one-year program provides training in the basic knowledge and skills involved in the installation, maintenance and servicing of radio, television, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceperson may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios, transistorized radios, monochrome and color television sets, intercommunication, public address and paging systems, high fidelity and stereophonic amplifiers, record players and tape recorders. A service person who establishes his/her own business will also need to know how to maintain business records and inventory.

			Hours Per Week			Qtr. Hrs.
First Quarter			Class	Lab	Shop Pract.	Cr.
MAT	1000	Fundamentals of Mathematics	5	0	0	5
ENG	1020	Reading Improvement	2	0	0	2
ELN	1111	Direct and Alternating Current	5	0	18	11
						18
Second Quarter						
MAT	1010	Vocational Mathematics	3	0	0	3
ENG	1030	Communication Skills	2	0	0	2
ELN	1112	Vacuum Tubes and Solid State Devices	10	0	15	15
						20
Third Quarter						
ELN	1125	Radio Receiver and Amplifier Servicing	5	0	12	9
ELN	1113	Television Theory and Circuits	5	0	6	7
PSY	1060	Industrial, Community, and Personal Relations	2	0	0	2
						18
Fourth Quarter						
ELN	1127	Television Receiver Circuits and Servicing	10	0	18	16
BUS	1110	Small Business Operations	2	0	0	2
						18
		Total Credit Hours				74

A certificate program in Electronic Servicing is offered at the Maple Correctional Unit in Currituck County. Certificates are awarded to inmates when they successfully complete the courses required for each of the following quarters:

			Hours Per Week			Qtr. Hrs.
First Quarter			Class	Lab	Shop Pract.	Cr.
ELN	1101	Fundamentals of Electronic Servicing I	7	0	0	7
ELN	1111	Direct & Alternating Current	5	0	18	11
						18
Second Quarter						
ELN	1102	Fundamentals of Electronic Servicing II	5	0	0	5
ELN	1112	Vacuum Tubes & Solid State Devices	10	0	15	15
						20
Third Quarter						
ELN	1103	Fundamentals of Electronic Servicing III	2	0	0	2
ELN	1113	Television Theory & Circuits	5	0	6	7
ELN	1125	Radio Receivers & Amplifier Servicing	5	0	12	9
						18
Fourth Quarter						
ELN	1104	Fundamentals of Electronic Servicing IV	2	0	0	2
ELN	1127	Television Receiver Circuits & Servicing	10	0	18	16
						18
		Total Credit Hours				74

INDUSTRIAL MAINTENANCE—ELECTROMECHANICAL (V-028)

This program prepares persons to enter the area job market as maintenance mechanics for commercial buildings or industry. Upon completion of the program a person would be able to install, maintain, and service various types of machinery, air conditioners, refrigeration systems, electrical systems, and electric motors. The person would also be able to read blueprints and schematic drawings. The job market for workers with these skills is very good.

			Hours Per Week			Qtr. Hrs.
First Quarter			Class	Lab	Shop Pract.	Cr.
ENG	1020	Reading Improvement	2	0	0	2
AHR	1120	Principles of Refrigeration & Air Conditioning	5	0	15	10
MAT	1000	Fundamentals of Math	5	0	0	5
DFT	1104	Blueprint Reading: Mechanical	0	0	3	1
						18
Second Quarter						
MAT	1010	Vocational Mathematics	3	0	0	3
ENG	1030	Communication Skills	2	0	0	2
CAR	1101	Carpentry I	3	0	12	7
ELC	1123	Electrical Installation	1	0	3	2
DFT	207	Architectural Drawing	3	0	3	4
						18
Third Quarter						
MEC	1200	Machine Shop Theory & Practice I	3	8	8	9
MAT	1020	Geometry & Trigonometry	3	0	0	3
PSY	1060	Industrial, Community, & Personal Relations	2	0	0	2
PHY	1050	Applied Physics II	1	2	0	2
WLD	1401	Basic Welding	2	0	3	3
						19

Fourth Quarter						
ELC	1540	Marine and Industrial Installations	3	0	10	6
ELC	1542	Electric Motors and Controls	5	0	10	8
BUS	1103	Small Business Operations	2	0	0	2
						16
		Total Credit Hours				71

LIGHT CONSTRUCTION (V-029)

The Light Construction program is designed to meet definite needs in the building trades industry. Major instruction is provided in carpentry and masonry skills, with minor studies in electrical wiring and plumbing. Students study applied mathematics, engineering and architectural drawing, safety, and other related subjects. They must learn the methods used in laying out a small structure, mixing and laying cement, rough framing, laying brick and block, roofing, and exterior finishing.

Graduates may find employment with home builders or with commercial building contractors. They may enter the building trades as an apprentice with advanced credit, as a building maintenance mechanic with advanced credit, or as a building maintenance mechanic in small industries or public buildings, including schools, hospitals and apartment houses. After sufficient experience in the trade, some workers may establish their own businesses.

			Hours Per Week			Qtr. Hrs.
First Quarter			Class	Lab	Shop	Cr.
MAT	1000	Fundamentals of Mathematics	5	0	0	5
MAS	1101	General Masonry	3	0	14	7
ENG	1020	Reading Improvement	2	0	0	2
DFT	101	Engineering Drawing I	3	0	3	4
						18
Second Quarter						
MAT	1010	Vocational Mathematics	3	0	0	3
ENG	1030	Communication Skills	2	0	0	2
CAR	1101	Carpentry I	3	0	12	7
ELC	1123	Electrical Intallation	1	0	3	2
DFT	207	Architectural Drawing	3	0	3	4
						18
Third Quarter						
PSY	1060	Industrial, Community, & Personal Relations	2	0	0	2
CAR	1102	Carpentry II	5	0	15	10
DFT	1145	Specifications & Contracts	3	0	0	3
PLU	1115	Plumbing Installations	2	0	3	3
						18
Fourth Quarter						
CAR	1124	Residential & Community Construction	2	0	18	8
MAT	1112	Construction Estimating	3	0	0	3
MEC	1135	Mechanical Installations	2	0	3	3
BUS	1103	Small Business Operations	2	0	0	2
						16
		Total Credit Hours				70

MACHINIST (V-032)

The Machinist program is designed to give students the opportunity to acquire basic skills and the related technical information necessary to gain employment in a machine shop. The machinist is a skilled worker who shapes metal by using machine tools and hand tools.

Machinists must be able to set-up and operate machine tools used in a modern shop. They make calculations relating to dimensions of work, tooling, and feeds and speeds machines. The composition of metals must be known so that they can anneal and harden tools and metal parts.

			Hours Per Week			Cr. Hr.
First Quarter			Class	Lab	Shop Pract.	Equiv.
MEC	1200	Machine Shop Theory & Practice I	3	8	8	9
MAT	1000	Fundamentals of Mathematics	5	0	0	5
DFT	1000	Blueprint Reading I	4	0	0	4
ENG	1020	Reading Improvement	2	0	0	2
						20
Second Quarter						
MEC	1210	Machine Shop Theory & Practice II	2	6	8	7
MAT	1010	Vocational Math	3	0	0	3
PHY	1040	Applied Physics I	1	2	0	2
MEC	1250	Structure of Metals I	3	0	0	3
ENG	1030	Communication Skills	2	0	0	2
DFT	1010	Blueprint Reading II	3	0	0	3
						20
Third Quarter						
MEC	1220	Machine Shop Theory & Practice III	2	4	8	6
MAT	1020	Geometry & Trigonometry	3	0	0	3
PSY	1060	Industrial, Community, & Personal Relations	2	0	0	2
PHY	1050	Applied Physics III	1	2	0	2
WLD	1401	Basic Welding	2	3	0	3
DFT	1020	Blueprint Reading III	3	0	0	3
						19
Fourth Quarter						
MEC	1230	Machine Shop Theory & Practice IV	3	8	8	9
MEC	1255	Structure of Metals II	3	0	0	3
MAT	1030	Machinist Math	3	0	0	3
DFT	1030	Blueprint Reading IV	2	0	0	2
PHY	1060	Applied Physics III	1	2	0	2
						19
		Total Credit Hours				78

ADVANCED MACHINIST (V-134)

The Advanced Machinist program provides the opportunity for machinists to further their machine skill training including the use of computer numerical control (CNC) equipment. Students accepted for the Advanced Machinist curriculum should have completed the V-032 Machinist curriculum or be able to demonstrate journeyman level machinist skills and should also be recommended as having the aptitude, interest, and ability to profit from advanced training.

			Hours Per Week Class	Lab	Shop Pract.	Cr. Hrs. Equiv.
First Quarter						
MEC	1260	Precision Machining I	2	8	8	8
DFT	101	Engineering Drawing I	3	3		4
		Electives	6	0		6
						18
Second Quarter						
MEC	1265	Precision Machining II	2	8	8	8
DFT	102	Engineering Drawing II	3	3		4
		Electives	6	0		6
						18
Third Quarter						
MEC	1270	Machine Repair	2	8	8	8
DFT	103	Engineering Drawing III	3	3		4
		Electives	6	0		6
						18
Fourth Quarter						
MEC	1275	Jig & Fixture Building	2	6	4	6
MEC	1280	Die Making	2	6	4	6
		Electives	6	0		6
						18
		Total Credit Hours				72

Suggested Electives for Advanced Machinist

BUS	1103	Small Business Operations	2	0	0	2
T-DES	101	Materials, Tools & Processes I	3	0		3
T-DES	102	Materials, Tools & Processes II	2	3		3
T-DES	103	Strength of Materials	3	0		3
DFT	205	Descriptive Geometry	3	3		4
DFT	209	Individually Supervised Study, Drafting	Var.	Var.		4
T-DFT	201-202-203	Advanced Engineering Graphics, I, II, III	3	3		4
T-DFT	204	Technical Illustration	3	3		4
T-DFT	206	Design Drafting	3	3		4
T-DT	214-215	Jig & Fixtures I, II	3	0		3
EDP	101	Computer Fundamentals	3	0		3
EDP	109	Beginning BASIC Programming	3	3		4
EDP	110	Advanced BASIC Programming	3	3		4
ENG	101	English Composition I	3	0		3
HEA	121 or 122	Hygiene	3	0		3
HEA	223	First Aid and Safety Education	3	0		3
MAT	100	Basic Mathematics	3	0		3
MAT	101	Basic Algebra I	3	0		3
MAT	102	Basic Algebra II	3	0		3
T-MAT	104	Technical Math I	5	0		5
T-MAT	105	Technical Math II	4	0		4
T-MAT	106	Technical Math III	3	0		3
MAT	111-112-113	Fundamental Concepts of Mathematics I, II, III	3	0		3
MAT	121-122	College Algebra I, II	3	0		3
MAT	123	Trigonometry	3	0		3
SPH	201	Public Speaking	3	0		3
T-TEC	201-202	Technical Report Writing I, II	2	0		2
		Physical Education Activity Courses	1	2		1

MACHINE OPERATOR

The purpose of this program is to allow students who will not reach a level of excellence as a machinist to succeed in a specialized program allied to the Machinist program. This program is three quarters in length. The first quarter is the same as the Machinist program, and during this time the instructor and the counselor will evaluate the student's progress and abilities and advise him concerning the program he should follow.

This program will offer an opportunity for occupational success and satisfaction to students who might not succeed in the other machinist programs. A Machine Operator's Certificate will be presented upon successful completion of the program.

			Hours Per Week Class	Lab	Shop Pract.	Cr. Hrs. Equiv.
First Quarter						
MEC	1200	Machine Shop Theory & Practice I	3	8	8	9
MAT	1000	Fundamentals of Mathematics	5	0	0	5
DFT	1000	Blueprint Reading I	4	0	0	4
ENG	1020	Reading Improvement	2	0	0	2
						20
Second Quarter						
MEC	1215	Lathe Operator	3	6	4	7
MEC	1225	Drill Press Operation	3	6	4	7
MAT	1010	Vocational Math	3	0	0	3
ENG	1030	Communication Skills	2	0	0	2
						19
Third Quarter						
MEC	1235	Shaper Operation	3	8	4	8
MEC	1245	Mill Operation	3	8	4	8
						16
		Total Credit Hours				55

NURSING ASSISTANT (V-072)

The Nursing Assistant program prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes, and extended care facilities.

For specific admissions requirements, contact the Director of Admissions.

			Hours Per Unit Class	Clin. Pract.	Cr. Hrs. Equiv.
First Quarter					
NUR	1100	Nursing Assistant	10	20	16

PRACTICAL NURSE (V-038)

The Practical Nurse program is designed to make available to qualified persons the opportunity to prepare for participation in the care of patients of all ages, in various states of dependency, and with a variety of illness condi-

tions. Throughout the program the student is expected to grow continuously in the acquisition of knowledge and understandings related to nursing, the biological sciences, the social sciences, and in skills related to nursing practices, communications, inter-personal relations, and the use of good judgment.

The licensed practical nurse (LPN) is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some public health facilities. In all situations, the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex, or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the program can prepare the individual.

Upon completion of this program, and the successful completion of a comprehensive examination administered by the North Carolina Board of Nursing, a license is given to the graduate by the Board.

For specific admissions requirements contact the Director of Admissions.

This self-contained program is divided into four quarters, with only one class being admitted each fall quarter. This curriculum is constructed to allow the student to progress from the simple to the complex. Each student must successfully complete each course (make a grade of "C" or better) each quarter in order to enroll in the next quarter's courses.

			Hours Per Week			Cr. Hrs.
First Quarter			Class	Lab	Clin. Pract.	Equiv.
PNE	1510	Anatomy & Physiology	6	0	0	6
PNE	1511	Microbiology	3	0	0	3
PNE	1512	Nutrition & Diet Therapy	4	0	0	4
PNE	1513	Pharmacology I	2	0	0	2
PNE	1514	Nursing Fundamentals	6	4	0	8
PNE	1516	Clinical Practice I	0	0	2	0
HEA	121	Hygiene I	3	0	0	3
						26
Second Quarter						
PNE	1520	Medical Surgical Nursing I	4	2	0	5
PNE	1521	Maternity Nursing	4	0	0	4
PNE	1522	Pediatrics	4	0	0	4
PNE	1524	Clinical Practice II	0	0	18	6
						19
Third Quarter						
PNE	1530	Medical Surgical Nursing II	4	0	0	4
PNE	1531	Pharmacology II	4	0	0	4
PNE	1532	Psychiatric/Mental Health Nursing	4	0	0	4
PNE	1533	Clinical Practice III	0	0	18	6
						18
Fourth Quarter						
PNE	1540	Medical Surgical Nursing III	4	0	0	4
PNE	1541	Issues/Trends	3	0	0	3
PNE	1542	Long Term Illness	3	0	0	3
PNE	1543	Clinical Practice IV	0	0	21	7
						17
		Total Credit Hours				80

SURGICAL TECHNOLOGY (V-071)

The purpose of this program is to prepare qualified persons for participation as trained members of the operating room team. Surgical technicians are responsible for cleanliness, safety, and efficiency in the operating room and for simple patient care which involves safely transporting patients to the operating room and preparing them for surgery. They perform the following tasks under the supervision of registered nurses: assemble and open supplies for surgical procedures; assist the circulating nurse and anesthesiologist; operate tables, lights, suction machines, electro-surgical units, and diagnostic equipment; pour solutions; keep the surgical team supplied; care for specimens; assist in application of dressings; clean and maintain equipment; scrub and set up the operating room table with proper instruments, sutures, drapes, etc.; assist the surgeon by placing instruments, sutures, sponges; and assist with cast applications.

This self-contained program is nine (9) months in length and is divided into three quarters, with only one class being admitted each December. Students who successfully complete this program will receive certificates. Persons interested in this program of study should contact the Director of Admissions for specific admissions requirements.

			Hours Per Week			Qtr. Hrs.
First Quarter			Class	Lab	Clin.	Cr.
BIO	1121	Human Anatomy & Physiology I	3	3	0	4
BIO	1123	Introduction to Microbiology	3	3	0	4
ENG	113	Paragraph Fundamentals	3	0	0	3
NUR	1110	Nursing Procedures	3	3	0	4
SUR	1101	Introduction to Operating Room	3	3	0	4
						19
Second Quarter						
BIO	1122	Human Anatomy & Physiology II	3	3	0	4
SUR	1102	Surgical Procedures I	4	3	0	5
SUR	1106	Seminar I	2	0	0	2
SUR	1104	Clinical Practice I	0	0	15	5
						16
Third Quarter						
SUR	1103	Surgical Procedures II	3	3	0	4
SUR	1105	Clinical Practice II	0	0	24	8
SUR	1107	Seminar II	1	0	0	1
						13
		Total Credit Hours				48

COOPERATIVE EDUCATION

Cooperative Education is designed to enable students to receive college credits for paid employment on a job that is related to the curriculum in which they are enrolled. Its purpose is to make a student's educational program more relevant and meaningful by integrating classroom study with a planned and supervised work experience. It is open to students in most transfer, technical, and vocational programs.

The co-op director is responsible for locating and/or approving appropriate co-op assignments for students applying to enter the program. If a student already has a curriculum-related job, that job may be used for a co-op

assignment if it is approved as a valid work experience by the co-op director and by the student's employer.

College of The Albemarle offers two types of co-op work experience: the parallel plan and the alternating plan. The parallel plan allows the student to attend school part of the day and to work in a curriculum-related job when not in class. The alternating plan allows the student to work full-time during the summer break between the freshman and sophomore year.

Eligibility

All students who are enrolled in programs that qualify for cooperative education and who have completed 12 or more credit hours in their curriculum area are eligible to co-op, if they meet the following requirements:

1. be enrolled in six or more credit hours of college courses
2. have a GPA of 2.0 or better;
3. have the approval of a major instructor and the co-op director.

Application Procedure

Interested students should obtain an application form from the co-op office and schedule an interview with the director. Acceptance into the cooperative education program is on the basis of the student's application, college transcript, and the availability of appropriate employment. The co-op director will be responsible for locating and/or approving appropriate co-op job assignments.

Academic Credit

Credit hours for cooperative education work periods are determined by the number of hours worked per quarter. Students working an average of 10 hours weekly (110 per quarter) earn one hour of credit per quarter; students working an average of 20 or more hours weekly (220 or more per quarter) earn two hours of credit per quarter. Students in the technical and vocational programs may earn up to a total of 10 hours of credit towards their program requirements. Students in the college transfer programs may earn up to six hours of add-on credit.

Before officially registering for a co-op work experience course, the student must have a co-op job assignment and have written approval from the co-op office to register for the appropriate co-op course.

DEVELOPMENTAL EDUCATION

College of The Albemarle's Developmental Education Department is a key component of the college's open door admissions policy. It represents an effort by the college to ensure that each student is admitted to a program of study which fits his/her particular needs, abilities, achievements, and aspirations.

Under the open-door admission policy, some students who have promise of success seek admission to academic programs and find themselves under-prepared. The Developmental Education Department offers these students a program which will enable them to enter the curriculum of their choice with a good probability of success.

The common need of all under-prepared students involves strengthening skills in reading, mathematics, grammar, and composition. Students enrolled in the Developmental Education program concentrate on their particular areas of weakness and, at the same time, study specific curriculum courses which seem feasible in view of their particular needs and interests. This permits them to make some progress toward a degree while correcting deficiencies.

Any student may register for the developmental education courses; however, most students are enrolled in the courses through the admissions's screening process. All students who enroll in a two-year program of study, those who enroll in some one-year diploma programs, and those who have taken 12-15 hours of classes but are uncertain of a program of study are required to take placement tests (CGP or English-Math-Reading tests). Students who score below the designated cut-off scores will be enrolled in developmental education courses for indicated course work, *the completion of which is required prior to enrollment in specific courses or programs.*

Students whose placement tests indicate two or more areas of deficiencies will be required to enroll in ORI 100—Introduction to College and D-PSY 100—Personal Development, which have been designed to further assist students in coping with college environment.

The following is a list of the Developmental Education courses:

Reading			
RED	90	Reading Skills Lab	1*(0-3)
RED	91	Fundamentals of Reading	3*(3-1)
D-RED	100	Advanced Reading	3(3-1)
English			
ENG	90	English Skills Lab	1*(0-3)
ENG	91	Grammar Fundamentals	3(3-0)
ENG	113	Paragraph Fundamentals	3(3-0)
ENG	114	Essay and Short Story Fundamentals	3(3-0)
Math			
MAT	90	Math Skills Lab	1*(0-3)
MAT	91	Basic Mathematics	5*(5-0)
D-MAT	101	Basic Algebra I	3(3-0)
D-MAT	102	Basic Algebra II	3(3-0)
D-MAT	107	Algebra Review	3(3-0)
Orientation			
ORI	100	Introduction to College	1(1-0)
Psychology			
D-PSY	100	Personal Development	3(3-0)

*Denotes Preparatory credit only (non-transferable)

EVENING PROGRAM

College of The Albemarle offers an Evening Program of courses leading toward associate degrees. The courses have the same or equally well-trained instructors, have the same content, and carry the same college credit as courses taught during the regular day session. Credits for evening courses transfer to other institutions on the same basis as credits for other regular College of The Albemarle courses.

Courses are scheduled Monday through Thursday evenings. Courses that require three hours of lecture and/or laboratory per week usually meet once a week from 7:00 p.m. to 10:00 p.m. Courses that require more than three hours per week meet twice a week. Each hour of lecture or laboratory actually involves fifty (50) minutes of clock time.

The admission requirements and cost for all evening courses are the same as for courses offered during the day.

A schedule of time and place for these courses or any additional information may be received by contacting:

Director of Evening Program
College of The Albemarle
Elizabeth City, North Carolina 27909

Continuing education (non-credit) classes are also offered during evening hours. For further information, refer to the section in this catalog titled Continuing Education Division.

CONTINUING EDUCATION DIVISION

One of the major functions of a comprehensive community college is that of providing educational programs for adults in its service area. The Continuing Education Division places a strong emphasis on the value of life-long education in our rapidly changing society, and it provides many types of continuing education activities for citizens of the Albemarle area.

Courses are offered for those individuals whose education stopped short of high school graduation and for those who need vocational or professional retraining and upgrading. Instruction is also available for those who desire to grow in basic knowledge, to improve in home and community life, and to develop or improve leisure time activities.

Admission

Any adult eighteen (18) years of age or older and not enrolled in public school may be admitted to a continuing education class. In some circumstances, and upon the approval of the appropriate public school superintendent, a public school drop-out between 16-18 years of age may enroll in certain courses.

Class Schedules

A course schedule is published and made available to the public prior to the beginning of each quarter. Classes are organized on the basis of need, interest, and the availability of suitable facilities and qualified instructors. Courses are also announced through the local news media.

Class Registration

Persons enroll in a particular course by attending and registering during the first two regular class meetings. Anyone enrolling in a course after it has been organized must do so at the first class meeting attended.

Class Locations

Many continuing education courses and services are provided on-campus. Other classes are conducted in surrounding communities or within a particular business or industry in the Albemarle area. Almost any course can and will be organized when a sufficient number of citizens indicate an interest in having a class brought to a particular location.

Course Descriptions

Course descriptions for continuing education courses are not listed in this publication. Only examples of the types of courses that have been offered are listed. Specific course descriptions are furnished upon request and in the Continuing Education Catalog; however, other courses may be offered to meet expressed needs of the community when evidence of such needs is presented to the college.

Fees

A registration fee of eight dollars ($8.00) is charged for enrollment in each academic and occupational course. A registration fee of fifteen dollars ($15.00) is charged for enrollment in each practical skill and avocational course. Volunteer firemen and law enforcement and rescue/life-saving personnel are not charged a registration fee for enrolling in training courses. This exemption applies only to volunteer firemen taking fire training courses, law enforcement personnel taking law enforcement courses, and rescue/life-saving personnel taking life-saving courses. Prison inmates are not charged for any continuing education courses. Students who enroll in Adult Basic Education and GED courses are also exempted from the registration fee. *There is no charge for persons 65 years of age or older.*

Recreational courses are subject to a tuition charge which will enable these courses to be self-supporting. This tuition charge varies depending on the course involved but is generally substantially more than the standard registration fee.

Students are expected to provide the supplies, materials, tools, and books which they will need in continuing education courses. Instructional services and instructional materials are supplied by the college.

Accident insurance is available to all students. This insurance is required for students who participate in laboratory activities using equipment and machinery which might cause physical injury.

Certificates

College credit is not given for completion of continuing education courses; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the college upon successful completion of special designated courses.

Continuing Education Units (CEU's)

Since September 1, 1974, College of The Albemarle has maintained a cumulative record of all courses taken by continuing education students. Continuing Education Units (CEU's) are awarded on the basis of one CEU per ten contact (class) hours. For example, if a student were enrolled in a 36-hour course and attended at least 80 per cent of the time, 3.6 CEU's would be awarded upon completion of the course.

Students who need transcripts or additional information about CEU credit should contact the Continuing Education Department (335-0821, Extension 242).

Learning Resources Center (LRC) Privileges

Students in all programs sponsored by the college have the privilege of using all services of the LRC without additional charge. Continuing education students, however, are required to complete a LRC application before checking out materials.

Programs of Instruction

The eight major program areas of continuing education at College of The Albemarle are noted below.

I. Adult Basic Education

The objective of this program is to provide elementary

level instruction to those individuals who for any reason do not enjoy the benefits of at least an eighth-grade education. Instruction covers the basic fundamentals of mathematics, science, social studies, reading, and oral and written communication.

There are no fees or charges of any kind. All materials have been especially prepared for adults with emphasis on individual needs and interests.

Level I—The basic fundamentals of reading, writing, and arithmetic are stressed. The course is designed to bring adults who have completed less than four grades of formal education to a functional level whereby individual study is possible.

Level II—This course is for adults who stopped school in grades 5-8 or who have completed Level I. It is a continuation of the first level with more individual study and a greater scope of subject matter, including science and social studies. With the completion of Level II, the adult should be equipped to enter one of the High School Completion programs.

II. Occupational Extension Courses

Occupational extension courses consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for new employment in occupational fields. The Continuing Education Catalog includes a complete listing of all courses and course descriptions.

III. Academic Extension Courses

Academic extension courses consist of single courses, each complete in itself, designed to serve the academic educational needs of adult citizens including courses in humanities, mathematics and science, and social science. The Continuing Education Catalog includes a complete listing of all courses and course descriptions.

IV. Practical Skills Extension Courses

Practical Skills extension courses consist of single courses, each complete in itself, designed to provide practical training for persons pursuing additional skills which are not considered their major or primary vocation but may supplement income or may reasonably lead to employment.

V. Avocational Extension Courses

Avocational extension courses consist of single courses, each complete in itself, which focus on an individual's personal or leisure needs rather than his occupation, profession, or employment.

VI. Special Extension

The following programs are offered by College of The Albemarle to increase individual competence in specialized occupational areas:

A. Fire Service Training

Fire fighters are confronted with situations nonexistent a few years ago, and their responsibilities demand a continuous program of training and education. Fire Service Training is taken directly to the individual fire fighter. Training sessions are held in the local fire departments, allowing fire persons to be trained as an organized group utilizing equipment they would ordinarily use in controlling fires. For further information, contact the Continuing Education Department.

B. Hospitality Training Program

This program trains personnel in the area of food services, lodging, recreation, and travel information. The primary objectives include providing employers with well-trained personnel to operate their businesses, developing within individuals skills that will qualify them for better employment opportunities, and providing better hospitality services to the citizens of North Carolina and visitors to the state. Hospitality training is arranged and scheduled in accordance with the needs of businesses. For further information, contact the Continuing Education Department.

C. Law Enforcement Training

These courses are especially designed as inservice and preservice education for those engaged in law enforcement activities and are provided at the request of these agencies. The program is designed to keep law enforcement officers abreast of legal and technological advancements and at the same time to aid them in becoming more professional. Workshops and courses are offered in many areas. For further information, contact the Continuing Education Department.

D. New or Expanding Industry Training

College of The Albemarle cooperates with new or expanding industries to train work forces. The actual training is carried on in the industry where trainees receive instructions and, depending upon the program objectives, may receive both classroom and on-the-job training. All training programs are established to meet the specific needs of a particular industry.

E. Emergency Medical Training

Organized classes are held for ambulance attendants in the college's service area. The North Carolina Office of Emergency Medical Services works with College of The Albemarle in developing classes for rescue squad units. For further information, contact the Continuing Education Department.

F. Mangement Development Training

In an effort to meet the needs of individuals in business and industry, an elaborate program in Management Development Training is administered by College of The Albemarle. The program is designed to upgrade the competency of supervisory and mid-management personnel in area business and industry. It is also designed to train persons interested in becoming supervisors. Management Development Training is an investment in the future. It may pay rich dividends to those individuals and organizations that take advantage of it.

These programs are further designed to improve and enhance skills and competency on the job, as well as relationships with others. Programs can be tailored to meet existing needs and can be held on the campus or within an individual plant or organization. Qualified instructors are provided without charge to the employer.

For further information, contact the Continuing Education Department.

Specialized courses concerning safety are available regarding management responsibilities as

provided by the Occupational Safety and Health Act, as well as courses designed to increase employee safety awareness.

VII. Special Projects

Projects, programs, and events that are conducted by the college through special grants and funds are frequently administered by the Continuing Education Department.

VIII. Community Services

College of The Albemarle sponsors and promotes a number of community services which contribute to the cultural, economic, and civic improvement of the Albemarle area. Such services may arise from almost every program area. Groups or agencies are invited to contact the Continuing Education Department to arrange such activities.

LEARNING RESOURCES CENTER (LRC)

The Learning Resources Center is a multimedia center with resources which include books, periodicals, indexes, the learning lab, and audio-visual materials and equipment. It is a center for life-long learning.

Learning Lab

The Learning Lab provides the opportunities for completing high school, for preparing for college, for supplementing college courses, and for studying in many areas of interest. The high school completion program, consisting of the Adult High School Diploma Program and the Adult High School Equivalency, provides two ways to complete requirements for a high school diploma or certificate:

(1) Adult High School Diploma Program

This is a cooperative arrangement between the College of The Albemarle and the Boards of Education in the Albemarle area, with the college serving as the service agency.

For admission to the High School Diploma Program, a person must be 18 years of age and have the written recommendation of the appropriate school superintendent. Individual public school dropouts between the ages of 16 and 18 may be admitted as students with *special needs*.

Students who enter the Adult High School Diploma Program must have consent of the cooperating school system, a list of the specific courses which they need to complete, and a transcript of the courses which they completed at the participating school. Upon passing the North Carolina Competency Tests and upon successful completion of the required courses in the Learning Lab, the student is awarded an Adult High School Diploma by the cooperating county Board of Education.

(2) High School Equivalency (GED)

For admission to the High School Equivalency Program (GED), a person must be 18 years of age. School dropouts between the ages of 16 and 18 may be admitted as students with *special needs*. The GED student may complete requirements in the Learning Labs. The Learning Lab on campus is open Monday through Thursday from 8:00 a.m. to 4:00 p.m., 6:30 p.m. to 9:30 p.m., on Friday from 8:00 a.m. to 4:00 p.m. The Learning Lab located in Edenton at the Swain Elementary School is open Monday through Friday from 8:30 a.m. to 12:30 p.m., and Monday and Wednesday nights from 6:30 p.m. to 9:30 p.m.

The Learning Labs are approved for educational assistance under the G.I. Bill for eligible persons who have not completed high school.

(3) Computer-Assisted Instruction (CAI) Lab

The CAI Lab is adjacent to the Learning Lab. The Learning Lab houses CAI programs and materials (software) and its personnel oversee the use of the computers in the CAI Lab. Students desiring to use these computers (hardware) for computer-assisted instruction may check out CAI software from the Learning Lab during its operating hours.

Library

There are more than 34,000 volumes in the library, and approximately 250 periodicals are received regularly. Every field of study in the curriculum is represented in the periodicals collection. Back issues of those with reference value are either bound or microfilmed. Except for a very few of strictly local interest, all magazines are indexed in one of the standard guides in order that they may be used as reference materials. Faculty members are urged to make suggestions concerning the purchase of periodicals in their respective fields.

Inter-Library Loans

If the Learning Resources Center does not have books or materials needed by students, it will make an effort to borrow them through an inter-library loan.

Upon request, the librarian or some member of the library staff will present a library orientation program in the use of library tools pertinent to that particular subject. Also, a course in library usage is usually offered each quarter.

For general instruction, the library has prepared a handbook which is given to new students during the fall orientation period. It also gives some instruction in the use of books and other library materials to freshmen and transfer students during orientation.

Audio-Visual Services

The LRC makes available audio-visual materials, which include films, filmstrips, slides, cassettes, phonograph recordings, videocassettes, microfilm materials, and kits. The audio-visual function is integrated with the LRC components and philosophy.

THE VISITING ARTIST PROGRAM

The Visiting Artist Program is a cooperative effort of the North Carolina Arts Council and the North Carolina Department of Community Colleges. The purpose of the program is to expand the appreciation and cultivation of the arts in the community colleges and the communities which they serve. The Visiting Artist Program sponsors over 40 artists throughout the state who present their art forms through public performances, demonstrations and workshops, rather than regular classroom assignments.

Services of College of The Albemarle's Visiting Artist are available to schools, churches, civic groups and other organizations as a public service. Arrangements to schedule a program may be made by calling 335-0821, extension 258 or 256; or by writing to the Visiting Artist Program, College of The Albemarle, P. O. Box 2327, Elizabeth City, North Carolina 27909.

COURSE DESCRIPTIONS

COURSE NUMBERING

Courses at College of The Albemarle are numbered in accordance with the system used by the North Carolina Community College System.

1. Developmental courses are indicated by a three-letter prefix and a two digit number or by a "D," a three-letter prefix, and a three-digit number. The developmental courses which are strictly for preparatory credit (non-transferable) are so indicated in their course descriptions.
   Example: RED 91 or D-PSY 100.
2. Freshman college transfer courses are indicated by a three-letter prefix and are numbered 100-199.
   Example: MAT 121.
3. Sophomore college transfer courses are indicated by a three-letter prefix and are numbered 200-299.
   Example: MAT 201.
4. Freshman technical courses are indicated by a "T," a three-letter prefix, and are numbered 100-199.
   Example: T-MAT 105.
5. Sophomore technical courses are indicated by a "T," a three-letter prefix, and are numbered 200-299.
   Example: T-DFT 214.
6. Vocational courses are indicated by a three-letter prefix and a four digit number.
   Example: AUT 1140.

Following the course description are the quarter(s) the course is normally offered (F—Fall Quarter; W—Winter Quarter; S—Spring Quarter; SS—Summer Session; VAR.—Variable) and the number of quarter credit hours with the number of lecture and lab hours per week in parentheses. Vocational courses give the equivalent of quarter hours credit and in parentheses the number of class hours, lab hours, and shop practice or clinical hours per week.

The class and laboratory hours shown in the catalog are minimal. It is a policy of this institution to permit students to enroll in additional class and laboratory work beyond those shown in the catalog in order to broaden their educational experience.

AIR CONDITIONING, HEATING, & REFRIGERATION

AHR 1120 Principles of Refrigeration & Air Conditioning: An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring, and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants. (Var.) 10(5-0-15)

AHR 1122 Domestic and Commercial Refrigeration: Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced. (Var.) 5(3-0-6)

AHR 1124 Air Conditioning and Refrigeration Servicing: Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. (Var.) 5(3-0-6)

AHR 1125 Principles of Air Conditioning & Heating: Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed. (Var.) 7(3-0-13)

AHR 1128 Automatic Controls I: Types of automatic controls and their function in air conditioning, heating and refrigeration systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating; zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls. (Var.) 5(3-0-6)

AHR 1129 Automatic Controls II: A study of more complex controls used in heating, air conditioning, and refrigeration systems, domestic and commercial. (Var.) 5(3-0-7)

ART

ART 99 Art Skills Lab: This lab is designed to aid students who need additional practice and instruction in developing art skills. (F,W,S) 0(Var.)

ART 100 History and Appreciation of Art I: The study of art (painting, architecture, and sculpture) from primitive times to the Byzantine, with reference to the life of the people during the time the artwork was created. (F) 3(3-0)

ART 101 History and Appreciation of Art II: The study of art (painting, architecture, and sculpture) during the Middle Ages including Islamic styles to Mannerism, with reference to the life of the people during the time the artwork was created. (W) 3(3-0)

ART 102 History and Appreciation of ART III: The study of art (painting, architecture, and sculpture) from the 16th to the 20th centuries, with reference to the life of the people during the time the artwork was created. (S) 3(3-0)

ART 103 Color and Design: The course deals with color theory and design principles, with emphasis on design fundamentals. (F,S) 3(2-4)

ART 104 Drawing: The course introduces the student to drawing in various media. (F,W) 3(2-4)

ART 105 Figure Drawing: The course will explore various media leading to an understanding of figure drawing. There will be three studios a week, and discussions and critiques of work. (W) 3(2-4)

ART 106 Painting Survey: There will be three studios a week with discussion and critiques of work. This course will explore basic concepts of painting and will acquaint the student with the field of painting as a fine art. (W,S) 3(2-4)

ART 107 Ceramics Survey (Pottery): The course introduces the student to the total ceramic process. Emphasis is placed on use of the potter's wheel. (F,S) 3(2-4)

ART 108 Sculpture Survey: The course will expose the student to sculpture, its processes and techniques, and survey the methods and materials as well as styles of sculpture. (W,S) 3(2-4)

ART 110 Crafts Design: The course will explore craft design principles and the use of craft materials and tools. (F,W,S) 3(2-4)

AUTOMOTIVE MECHANICS

AUT 1100 Internal Combustion Engines: Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in automotive repair work. Study of the construction and operation of components of automotive engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems and cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Minimum clock hours—195. (F) 9(3-8-8)

AUT 1110 Auto Electrical Systems: A study of the complete electrical system of an automobile. This includes batteries, starters, generators, alternators, regulators, ignition, wiring, and schematic drawings. Proper testing methods and use of test equipment is stressed. Minimum clock hours—110. (W) 6(3-4-4)

AUT 1111 Auto Electrical and Electronic Systems: This course is to train the student to understand the basic use of automotive hand tools and the basic function of the electrical and electronic components and systems that are found in the modern automobile. Emphasis will be placed on the proper use of test equipment, hand tools, proper trouble shooting, and repair techniques. Emphasis will also be on shop safety. NOTE: This course is designed to be offered in a self-contained program for prison inmates. (F) 17(5-0-25)

AUT 1115 Auto Fuel and Emission Systems: A study of the complete fuel and emission system. This study includes fuel pumps, carburetors, fuel injectors, intake and exhaust manifolds, positive crankhouse ventilation, and emission control devices used by domestic and foreign automobiles. Minimum clock hours—110. (W) 6(3-4-4)

AUT 1116 The Auto Engine & Fuel System: This course is to train the student to understand the use of and to identify basic automotive hand tools, the theory and operation of the internal combustion engine, the function and principles of the automotive fuel and cooling systems. Emphasis will be placed on trouble shooting, repair, rebuilding, and proper adjustment of the components of these systems. Emphasis will also be placed on shop safety. NOTE: This course is designed to be offered in a self-contained program for prison inmates. (W) 17(5-0-25)

AUT 1117 Auto Transmissions, Drive Trains, and Brake Systems: This course is to train the student to understand the use of basic automotive hand tools, the basic function and principles of the automotive transmission systems, clutches, drive line, rear axle assemblies and brake systems. Emphasis will be placed on trouble shooting, repair, rebuilding, and proper adjustments of the above systems. Emphasis will also be on shop safety. NOTE: This course is designed to be offered in a self-contained program for prison inmates. (S) 17(5-0-25)

AUT 1118 Auto Tune-Up, Steering & Front End and Air Conditioning: This course is to train the student to understand the theory and operation of steering systems, automotive air conditioning systems, and front end alignment procedures. Also use of basic hand tools, shop safety, and proper engine tune-up procedures and techniques including emission systems. Emphasis will be placed on trouble shooting, repair, and proper adjustments of the automotive engine. Proper use of various types of diagnostic equipment. Emphasis will also be placed on shop safety. NOTE: This course is designed to be offered in a self-contained program for prison inmates. (SS) 17(5-0-25)

AUT 1123 Brakes, Chassis, and Suspension: Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering, and braking systems. Units to be studied will be shock absorbers, springs, steering system, steering linkage, front end, and types and servicing of brakes. Minimum clock hours—100. (SS) 5(3-3-4)

AUT 1124 Auto Transmissions and Drive Trains: Principles and functions of automotive power train systems, clutches, standard transmissions, automatic transmissions, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of troubles, servicing, and repair. Minimum clock hours—200. (S) 9(3-9-8)

AUT 1125 Automotive Servicing: Coordinated methods of using knowledge acquired in previous automotive courses to correctly troubleshoot and repair any part of the automobile. This course incorporates diagnostic testing. Minimum clock hours—90. (SS) 5(3-2-4)

AUT 1140 Automotive Air Conditioning: General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Minimum clock hours—60. (SS) 4(2-4-0)

BIOLOGY

BIO 101 General Biology I: An introduction to basic biological principles—the nature of science, elementary chemistry, cell structure and function, energy transformation, and the anatomy and physiology of higher vertebrates including coverage of digestion, excretion, and circulation. (F,W,SS) 4(3-3)

BIO 102 General Biology II: Continuing study of the anatomy and physiology of higher vertebrates including respiration, immunity and disease, locomotion, nervous mechanisms and behavior, sensory reception, hormones, and reproduction. (W,S,SS) 4(3-3)

BIO 103 General Biology III: Continuing study of the anatomy and physiology of higher vertebrates including development, biochemical genetics, and heredity. Population genetics and evolution, introductory ecology and population study, and a survey of the major plant and animal phyla are also included. (S,SS) 4(3-3)

BIO 120 Selected Topics in Biology: A course designed for students interested in current issues in biology. Topics to be covered will include energy problems, human population trends, pollution, social biology, marine resources, and other controversial issues. Independent literature research and discussion presentations will be required. Field trips will be used when appropriate. (Var.) 3(3-0)

BIO 205 Anatomy and Physiology I: An integrated anatomical and physiological study of the human body including chemistry, cell structure, the skeletal system, the muscular system, the nervous system, and sense organs. Prerequisites: BIO 101, 102 or permission of the instructor. (F,SS) 4(3-3)

BIO 206 Anatomy and Physiology II: A continuation of BIO 205 including the endocrine system, the cardiovascular system, the respiratory system, metabolism, the urinary system, the reproductive system, and the immune system. Prerequisites: BIO 101, 102, 205 or permission of the instructor. (W,SS) 4(3-3)

BIO 207 Microbiology: A study of microorganisms with an emphasis on morphology and physiological processes and their relationship to man and the environment. Laboratory exercises will introduce the student to the detection, identification, and destruction of pathogenic microorganisms. Prerequisites: BIO 103 or BIO 205, 206. (S) 4(3-3)

BIO 210 Principles of Ecology: A study of basic ecological principles. Content includes productivity, nutrient cycles, pollution, environmental factors, species interaction, physiological ecology, population dynamics, community ecology, world biomes, paleoecology, and ecology and man. A week-end field trip is required. Prerequisites: BIO 103 or permission of instructor. (Var.) 5(3-4)

BIO 220 Introduction to the Marine Environment: A study of the physical and biological components of the marine environment and their interrelationships. Productivity and major species of invertebrates and vertebrates are highlighted. One weekend field trip is required. (S,SS) 5(3-4)

BIO 1121 Human Anatomy and Physiology I: The study of the structure and function of the human skeletal, muscular, nervous, circulatory, and respiratory systems, and the interdependence of these various systems to total body functioning (*Note:* This

course is part of the self-contained Surgical Technology program; therefore, only students in that program may register for it.)
(W) 4(3-3)

BIO 1122 Human Anatomy and Physiology II: Part two of an integrated anatomy and physiology course of the human body (*Note:* This is part of the self-contained Surgical Technology program; therefore, only students in that program may register for it.) Prerequsite: BIO 1121. (S) 4(3-3)

BIO 1123 Introduction to Microbiology: Study of the fundamental principles of micro-organisms, including identification, classification, morphology, culture methods and media, modes of transmission, sterilization and pathogenic organisms. (*Note:* This course is part of the self-contained Surgical Technology program; therefore, only students in that program may register for it.)
(W) 4(3-3)

BUSINESS

BUS 99 Business Skills Lab: This lab is designed to aid students who need practice or additional instruction in typing, office machines, and transcription. (F,W,S,SS) 0(0-3)

T-BUS 100 Stenoscript: An easy-to-learn phonetic shorthand written with the "abc's" rather than symbols. Accepted by the Civil Service and industry. Speed of 80 words a minute can be achieved in one quarter. This course will generally not transfer to a four-year institution. (Var.) 3(3-1)

BUS 101 Elementary Typewriting: Mastery of the keyboard and development of basic techniques leading to speed and accuracy. A brief introduction to different business letter formats, manuscripts, and tabulation typing. (F,W,S,SS) 4(3-2)

BUS 102 Intermediate Typewriting: Accuracy and speed are developed through correct typewriting techniques. Practical applications, business letters, manuscripts, tabulations, centering. Prerequisites: BUS 101 or demonstration of proficiency. (F,W,S,SS) 3(2-3)

BUS 103 Advanced Typewriting: Further development of production speed and accuracy. Application of skills: special communications, statistical tabulations, minutes, reports, legal documents, and business forms. Prerequisite: BUS 102. (F,W,S,SS) 3(2-3)

BUS 106 Introduction to Business: A comprehensive introductory analysis of the modern business field, including organization, methods of operation, forms of ownership, business functions, and problems of management. (F,S,SS) 5(5-0)

BUS 107 Business Mathematics: The application of standard principles of mathematics to business situations. Includes markup, trade and cash discount, interest, depreciation, installment credit, negotiable instruments, payrolls, insurance, commissions, graphs, and statistics. Prerequisite: A minimum CGP math test C score of 50, or a math test D score of 40; plus high school general math or consumer math with grades of "C" or better. (F,W,S,SS) 5(5-0)

BUS 108 Personal Finance: Covers personal and family finance, installment buying, insurance, home buying, income taxes, the stock market, and other investment media. (W,S) 5(5-0)

T-BUS 109 Inter-Personal Relations: The course is designed to help individuals become more aware of themselves, their potential, and how to react in many situations. Emphasis is placed on personality; speech; grooming; and physical, mental, and social improvement pertaining to business and daily relations with others.
(F,W,S) 3(3-1)

BUS 110 Filing: Fundamentals of indexing and filing, combining theory and practices by the use of miniature letters, filing boxes, and guides. Students will also become familiar with modern filing equipment. (F) 3(3-0)

BUS 111 Elementary Shorthand: Emphasis is placed on the mastery of word-building principles of the Gregg system, with intensive drill on brief forms and correct writing and reading techniques. (W) 5(5-0)

BUS 112 Intermediate Shorthand: Designed to perfect the knowledge of theory, to widen vocabulary range, to develop phrasing skill, and to achieve a speed of from 60 to 80 words a minute on new material. Prerequisite: BUS 111 or demonstration of proficiency. (S) 4(3-2)

BUS 113 Advanced Shorthand: Dictation at increasingly higher speeds, with a goal of from 80 to 100 words a minute on new material. Includes transcription practice. Prerequisite: BUS 112.
(F) 4(3-2)

T-BUS 115 Business Law I: A general course designed to acquaint the technical student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies. (F,W) 3(3-0)

T-BUS 116 Business Law II: Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. (W,S) 3(3-0)

T-BUS 123 Business Finance: Financing of business units—individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. (W) 3(3-0)

T-BUS 161 Principles of Sales: A course designed to acquaint students with fundamental techniques that bring success in selling ideas, products, and services. (Var.) 3(3-0)

BUS 203 Principles of Accounting I: A study of beginning accounting principles, the accounting cycle, how to record transactions using journals and ledgers. Students also learn to prepare the three basic accounting statements and a worksheet. Prerequisite: None (BUS 107 encouraged) (F) 4(3-3)

BUS 204 Principles of Accounting II: A study of receivables and payables, deferrals and accruals, depreciation, payrolls, and systems and controls. Students also learn to compute inventory costs and how to record these costs on income statements and balance sheets. Prerequisite: BUS 203. (W) 4(3-3)

BUS 205 Principles of Accounting III: This course covers some of the more advanced concepts and principles. Students learn about accounting for partnerships and corporations. It also deals with long-term liabilities and investments. It should be taken by all students who plan to transfer to a four-year institution major in business. Prerequisite: BUS 204. (S) 4(3-3)

BUS 208 Intermediate Accounting I: Financial accounting theory and practice underlying the accounting process. Topics emphasized include asset and liability accounts, the related income measurement, valuation, and reporting problems associated with these accounts. Prerequisites: BUS 203, 204, 205. (Var.) 4(3-2)

BUS 209 Business Communications: A study of the principles of modern business communications through the development of dynamic English grammar, with analysis and composition of the various types of effective business letters and reports. (W) 3(3-0)

T-BUS 210 Office Machines: Develop mastery in correct stroking techniques in operating the ten-key adding machine, ten-key printing and electronic calculator machine. Leads to skills in manipulating the fluid duplication machine, transitional keypunch machine, and transcribing machine. Prerequisite: BUS 101.
(F,W,S,SS) 2(1-2)

BUS 211 Marketing: A study of the principles, functions, and methods of marketing products from producer to consumer. Consumer behavior, marketing consumer goods, and the ways middleman activities affect the manufacturer's sales strategy.
(F) 5(5-0)

T-BUS 212 Bookkeeping: Principles, techniques, and tools of accounting for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, including practical application of the principles learned. Prerequisite: None (BUS 107 encouraged). (S) 4(3-2)

BUS 213 Typewriting for Speed: Emphasis is placed on accuracy and speed developed through correct typing techniques. Prerequisite: BUS 103. (S) 3(3-1)

BUS 214 Office Procedures: Introduces the student to a wide range of office activities and provides the means to attain skill and confidence in performing secretarial-managerial operations.
(S) 4(3-2)

BUS 215 Medical Terminology and Vocabulary I: Provides a foundation for the study of medical terms by teaching students to divide words into component parts, recognize basic combining forms, suffixes and prefixes, and know their meaning. (F) 3(3-0)

BUS 216 Medical Terminology and Vocabulary II: A study of how the medical language is used in context with terms that apply to the body as a whole, where organs are located, and how they function. It explores the terminology of each of the human body systems. (W) 3(3-0)

T-BUS 221 Word Processing: Reviews English grammar, punctuation, and spelling. Includes practice in machine transcription with emphasis on typing mailable copies of business letters, manuscripts, and medical, legal, and government documents. Introduces the microcomputer using SCRIPSIT. Prerequisites: BUS 103; ENG 111 & ENG 112 or ENG 101. (F) 4(3-2)

T-BUS 222 Transcription I: Designed for advanced shorthand students. Teaches the student to combine skills already acquired in shorthand and typewriting with a knowledge of the mechanics of English in order to produce mailable letters—letters that are accurately transcribed, attractively placed on the page, and free from errors in punctuation, spelling, and grammar. Shorthand speed of 80 words a minute for three minutes is the minimum requirement. Prerequisite: BUS 113. (W) 4(3-2)

T-BUS 223 Transcription II: Designed for advanced shorthand students. Teaches the student to combine skills already acquired in shorthand and typewriting with a knowledge of the mechanics of English in order to produce mailable letters—letters that are accurately transcribed, attractively placed on the page, and free from errors in punctuation, spelling, and grammar. Shorthand speed of 90 words per minute for three minutes is the minimum requirement. Prerequisite: T-BUS 222. (S) 4(3-2)

T-BUS 229 Taxes: Designed to give students an understanding of federal and state income taxes. A study of income tax withholding, forms to use, special tax situations, and the basic individual income tax returns. (S) 4(3-2)

T-BUS 230 Federal Income Taxes for Individuals: Introduces the student to the federal tax law and to recommended procedures for preparing individual income tax returns. Students who complete this course should be more proficient in preparing federal income tax returns. (W) 1(1-1)

BUS 233 Intermediate Accounting II: Continuation of BUS 208 with an emphasis on inventories, receivables, and long-term investments. Prerequisite: BUS 208. (Var.) 4(3-2)

T-BUS 235 Business Management: Principles of business management, including an overview of the major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements. (S) 3(3-0)

T-BUS 243 Advertising: The role of advertising in a free economy and its place in mass communications media. A study of product and market research, advertising appeals, selection of media, and the means of testing advertising's effectiveness. Theory and practice of writing advertising copy for various media. (W) 3(3-0)

T-BUS 247 Business Insurance: A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. (Var.) 3(3-0)

T-BUS 271 Office Management: Presents the fundamental principles of office management. Emphasis is on the role of office management, including its functions, office automation, planning, controlling, organizing, and actuating office problems. (S) 3(3-0)

T-BUS 272 Principles of Supervision: Introduces the basic responsibilities and duties of supervisors and their relationship to superiors, subordinates, and associates. Emphasis is on securing an effective work force and the role of the supervisor. Methods of supervision are stressed. (S) 3(3-0)

BUS 1103 Small Business Operations: An introduction to business, covering basic business problems, equipment and office layout, business forms and records, purchasing and inventory, and basic business law. (SS) 2(2-0-0)

CARPENTRY

CAR 1101 Carpentry I: This course is designed to teach the student proper techniques of building houses and small commercial buildings using wood. It includes the study of different types of framing methods, familiarization with the various types of wooden materials used by carpenters, proper uses and care of hand and power tools, building layout and correct fastening procedures, building code specifications and their applications, installation of doors and windows, and proper application of siding and roofing. Safety is stressed at all times. (W) 7(3-12)

CAR 1102 Carpentry II: This course is designed to teach the students the various aspects of finished carpentry. This includes the construction of cabinets, built-in desks and bookcases, window frames, stairs and trim. Materials and finishes will also be studied. (S) 10(5-15)

CAR 1124 Residential and Commercial Construction: This advanced course is supplemented by classroom and outside study of buildings in progress. Topics may include elementary job management, terrain and soils for foundation, excavating and piling, interior and exterior masonry walls, needed carpentry work, estimating proportions for concrete and mixes for specified strengths. A building erected or partly erected by the students for campus use or co-op work with a contractor during the summer will provide actual work experiences. Prerequisites: CAR 1101, CAR 1102, DFT 101, DFT 207, DFT 1145, MAS 1101, and PLU 1115. (SS) 8(2-18)

CHEMISTRY

CHM 101 General Chemistry I: An introductory course dealing with the basic principles and theories governing the relationships between the different states of matter, atomic theory, chemical bonding, and the periodic law. Laboratory includes an introduction to qualitative analysis. (F) 4(3-3)

CHM 102 General Chemistry II: A continuation of Chemistry 101. Solution chemistry, gas laws, introduction to thermodynamics, changes of state, and chemical equilibrium. Prerequisite: CHM 101. (W) 4(3-3)

CHM 103 General Chemistry III: A continuation of chemical equilibria, quantitative study of acid-base equilibrium and solubility, an introduction to electrochemistry and organic chemistry. Prerequisite: CHM 102. (S) 4(3-3)

COOPERATIVE EDUCATION

Parallel Plan

T-COE 150, 151, 152, 153, 154 Cooperative Education I, II, III, IV, V: Cooperative Education (Co-op) is open to all students on a voluntary basis to acquire hands-on work experience while completing their degrees. Students are placed on cooperative job assignments that relate to their programs of study. The actual on-the-job work experience provides students the opportunity to determine their interest in and suitability for the occupation for which they are studying. The program stresses part-time work in a job related to the student's degree program with a college approved employer. Prerequisites: 6 quarter hours; 2.0 GPA; permission of Cooperative Education Director. (F,W,S,SS) 1-2(10-20)

Alternating Plan

T-COE 201 Cooperative Education: The Alternating Plan emphasizes full-time work experience in a job related to the student's degree program with a college approved employer. Students on a voluntary basis will be allowed to participate in co-op under this plan for one quarter only. Summer session between a student's freshman and sophomore year is preferred for enrollment. Prerequisites: Student must have 12 quarter hours credit; 2.0 GPA; permission of Cooperative Education Director. (SS) 2(0-40)

COSMETOLOGY

COS 1001 Scientific Study I: This is a course for beginners in cosmetology; it includes a study of professional ethics, grooming, personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, skin, and disorders pertaining to the hair, scalp, and skin. Minimum clock hours—100. (F,W,S,SS) 7(5-5-0)

COS 1002 Scientific Study II: A classroom study of skin, scalp, hair, nails, and their disorders; salesmanship; permanent waving; marcelling; relaxing; hairdressing; wigs; and hair coloring. Minimum clock hours—50. (F,W,S,SS) 5(5-0-0)

COS 1003 Scientific Study III: A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming, and hygiene. Minimum clock hours—50. (F,W,S,SS) 5(5-0-0)

COS 1004 Scientific Study IV: A classroom study of chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, beauty salon salesmanship and management, electricity, cold waving, and hair shaping. Minimum clock hours—50. (F,W,S,SS) 5(5-0-0)

COS 1005 Scientific Study V: A study of hair chemistry, product chemistry, bone structure of head and face, reading style blueprints, salesmanship and management, personality development, and images. Minimum clock hours—50. (F,W,S,SS) 5(5-0-0)

COS 1011 Mannequin Practice: A study of finger waving, pin curling, rollers, marcelling, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care, and styling. Minimum clock hours—200. (F,W,S,SS) 12(5-15-0)

COS 1022 Clinical Application I: A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the areas of bacteriology, pin curling, finger waving, rollers, permanent waving, marcelling, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Minimum clock hours—220. (F,W,S,SS) 7(0-5-17)

COS 1033 Clinical Application II: This course gives continued laboratory practice and application of techniques of hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.), and scalp treatments. Minimum clock hours—250. (F,W,S,SS) 8(0-5-20)

COS 1044 Clinical Application III: A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring, lash and brow tinting, artistry in hair styling, cold waving, and hair shaping. Minimum clock hours—250. (F,W,S,SS) 8(0-5-20)

COS 1055 Clinical Practice IV: Cosmetology services will be performed in a simulated salon experience as this 300 hour period replaces apprenticeship in a salon. This course consists of appointment-booking to utilize time, practice in new trends and "quick service" styles, custom-permanent waving, adapting hairstyles to features and lifestyles, blending haircolor and make-up to skin tones. Minimum clock hours—250. (F,W,S,SS) 8(0-5-20)

DESIGN

T-DES 101 Tools, Materials and Processes I: Introduction to design principles which affect the drafter-designer, characteristics of materials and their application to specified design requirements, and problem solving methods as applied to the design process. (F) 3(3-0)

T-DES 102 Tools, Materials and Procedures II: Hands-on experience in solving design problems through laboratory experiences. Application of methods and procedures used to produce a product. (W) 3(2-3)

T-DES 103 Strength of Materials: A study of the characteristics of various materials used by industry and structural members subjected to different types of loads. (S) 3(3-0)

T-DES 201 Machine Shop Technology: Laboratory experiences involving the use of various types of machine shop equipment of a more advanced nature than experienced in T-DES 102. Experience to be gained through individual or group production projects. (W) 3(0-6)

DRAFTING

DFT 99 Drafting Skills Lab: This lab is designed to aid students who need additional practice and instruction in developing drafting skills. (F,W,S,SS) 0(Var.)

DFT 101 Engineering Drawing I: Basic engineering drawing techniques and principles, including, but not limited to use and care of instruments, lettering, applied geometry, and basic orthographic projection. (F,W,S) 4(3-3)

DFT 102 Engineering Drawing II: Continued studies in orthographic projection, first and second auxiliary views, sections and conventions. (F,W,S) 4(3-3)

DFT 103 Engineering Drawing III: A continuation of DFT 102 to include dimensioning principles and practices, screw threads, fasteners and springs. (F,W,S) 4(3-3)

T-DFT 104 Electronic Drafting: The application and principles in the use of symbols and conventions in the making of schematics, block diagrams, and other graphic methods of representing electronic engineering problems. Prerequisite: DFT 101. (W) 2(1-3)

DFT 105 History of Architecture I: A study of the development of architectural forms from early civilization to present time. (S) 3(3-0)

DFT 106 History of Architecture II: A continuation of DFT 105 with emphasis on American architecture and the contemporary architecture of Europe and the Americas. Prerequisite: DFT 105. (SS) 2(2-0)

T-DFT 201 Advanced Engineering Graphics I: Advanced technical study of engineering graphics to include, but not limited to, fundamental drawing of gears, cams, and simple levers. Prerequisite: DFT 103. (F,W,S) 4(3-3)

T-DFT 202 Advanced Engineering Graphics II: A continuation of DFT 201 to include welding symbols as applied to engineering drawings, piping drawing, and intermittent drives. (F,W,S) 4(3-3)

T-DFT 203 Advanced Engineering Graphics III: Development and intersections as applied to solids and sheet metal drawings. Basic mapping practices to include some field experience. (F,W,S) 4(3-3)

T-DFT 204 Technical Illustrations: A study of the techniques and procedures used by the technical illustrator. Pictorial methods used include isometric, oblique, dimetric, trimetric, and perspective drawing. Skills in the use of these methods will be developed through selected problems. (SS) 4(3-3)

DFT 205 Descriptive Geometry: Graphic analysis of space problems involving points, lines, and planes either separately or in combined forms. Pattern development of geometric forms with emphasis toward construction and industrial application. Prerequisite: DFT 102. (W) 4(3-3)

T-DFT 206 Design Drafting: Introduction to basic motion transfer as related to power trains, including pulleys, chain drives, rachet pawls, gears and cams, levers, and design problem solving. Prerequisite: DFT 103. (S) 4(3-3)

DFT 207 Architectural Drawing I: Basic architectural drawing principles and practices to include, but not limited to, basic design requirement for residential dwellings, energy conservation solar applications, a study of basic light construction principles. Floor plan of a residence will be required. Prerequisites: DFT 103, DFT 105. (SS) 4(3-3)

DFT 208 Architectural Drawing II: A continuation of DFT 207 to include studies and drawings of floor framing, wall and roof sections, foundations, elevations, details, specifications, and presentation drawing. (SS) 4(3-3)

DFT 209 Individually Supervised Study, Drafting: Research and study in a specialized area of engineering graphics as related to the students' vocational interests. Prerequisite: Instructor's consent. 3(Var.)

T-DFT 210 Printed Circuit Board Layout & Design: An electronic drafting course focusing on the development of printed circuit boards from schematic drawings. Skills in transferring circuit design and etching will be gained through selected laboratory problems. (SS) 4(3-3)

T-DFT 214 Jigs and Fixtures: Principles and practice of jig and fixture design and problem and design analysis as related to jigs and fixtures construction. Prerequisite: DFT 102. (S,F) 4(3-3)

DFT 1000 Blueprint Reading I: Basic principles of blueprint reading, lines, views, dimensioning procedures, and notes. (F) 4(4-0-0)

DFT 1010-1020 Blueprint Reading II, III: A continuation of DFT 1000, with an emphasis on machine shop blueprint reading, section views, auxiliary views, and development. (W,S) 3(3-0-0)

DFT 1030 Blueprint Reading IV: A continuation of DFT 1000, 1010, and 1020 to include basic principles of machine drawing. (SS) 2(2-0-0)

DFT 1104 Blueprint Reading: Mechanical: Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures, and notes. (Var.) 1(0-0-3)

DFT 1116 Blueprint Reading: Air Conditioning: A specialized course in drafting for the heating, air conditioning, and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade: blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems. (Var.) 2(1-0-3)

DFT 1135 Blueprint Reading: Electrical: This course provides a basic knowledge necessary to read and understand electrical blueprints and schematic drawings. It teaches the student the use of symbols, how to sketch basic electrical plans and circuits, and how to plan and estimate requirements from blueprints. (Var.) 2(2-0-0)

DFT 1145 Specifications and Contracts: The purpose of and the writing of specifications will be studied, along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection. (S) 2(3-0)

DFT 1417 Blueprint Reading: Welding: A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use, and application of welding symbols, abbreviations, and specifications. (Var.) 1(0-0-3)

DFT 1418 Pattern Development and Sketching: Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs, and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. (Var.) 1(0-0-3)

DRAMA

DRA 117 Technical Theatre I: Stage architecture, scene construction, and rigging. Techniques of the past and present are emphasized. (F) 3(2-2)

DRA 118 Technical Theatre II: Stage makeup and costuming, lighting and sound effects, and the construction of properties. Styles of the past and present are emphasized. (W) 3(2-2)

DRA 119 Technical Theatre III: Scene design, emphasizing color and form as applied to scenery of the past as well as to the various types and styles of dramatic literature. (S) 3(2-2)

DRA 121 History of The Theatre I: The history of the great period of theatre from the Greek Classical through the Medieval, emphasizing types and styles of drama, dramatic literature, acting, and directing. (F) 3(3-0)

DRA 122 History of The Theatre II: The history of the great periods of theatre from the Elizabethan through the French Neo-classical, emphasizing types and styles of drama, dramatic literature, acting, and directing. (W) 3(3-0)

DRA 123 History of The Theatre III: The history of the great periods of theatre from the Restoration Period to the Contemporary, emphasizing types and styles of drama, dramatic literature, acting, and directing. (S) 3(3-0)

DRA 124 Play Production: An exploration of the functions of the director, actor, and designer in the production of a play. Students are expected to participate in the production of a play each quarter, by playing roles, assisting the director, or serving as members of construction, sound, property, lighting, stage or house management, publicity, costume, and/or makeup staffs. (Var.) 3(2-2)

DRA 130 Acting I: This course emphasizes removing restrictions, both inner and outer, which suppress spontaneity as an approach to acting and a catalyst for self-discovery. Prerequisite: Permission of the instructor. (Var.) 3(3-0)

DRA 131 Acting II: Practice in developing the ability to control the voice and body as instruments of expression through improvisations, pantomime, vocal exercises, acting, rehearsal techniques, characterization, phrasing, tempo and climax, action and reaction. Selected scenes will be presented and analyzed during the term. (Var.) 3(3-0)

ECONOMICS

ECO 201 Principles of Economics I: Survey of the private enterprise system, particularly the roles of the consumer, business, and government; the flow of economic activity; measures of economic activity — GNP, national income, employment; and the nature and function of money in the system. (F,W,S) 3(3-0)

ECO 202 Principles of Economics II: Evaluation of government activity in the economic system — public spending, taxation, and government revenue; economic growth and problems; and environmental economics. Study of the place of the consumer and the individual factors of production in the economic system; demand-supply, price, competition, non-price competition, and government regulation. (F,W,S) 3(3-0)

ECO 203 Principles of Economics III: Study of the forces determining the composition of income distribution, domestic economic problems, comparative economic systems, and international trade and payments. (F,W,S) 3(3-0)

ELECTRONIC DATA PROCESSING

EDP 101 Computer Fundamentals: An introductory course in data processing. Covered are limitations of the computer, history of computer development, input and output devices, central processing units, auxiliary storage, and programming language overview. (F,W,S, SS) 3(3-0)

EDP 109 BASIC I: A beginning programming course using the computer language BASIC. Included are system operation, use of BASIC terms in programming, debugging, and techniques of program writing. The laboratory work provides problem application for lecture sessions. Prerequisite: EDP 101. (W,SS) 4(3-2)

EDP 110 BASIC II: An advanced study of BASIC programming including creation and access of sequential and direct access files. A program project will be required in the laboratory work. Prerequisite: EDP 109. (S,SS) 4(3-2)

EDP 113 Flowcharting and Programming Logic: A fundamental course in computer logic in which the student analyzes problems using computer logic. The logic of the computer program is formulated in standard flowcharting forms for use in future programs. Prerequisite: EDP 101. (W,SS) 3(3-0)

EDP 204 Electronic Word Processing: A study of word processing using commercially available software packages. Laboratory exercises in use of the system is incorporated in working

lecture sessions. The student will be taught letter, form, and report manipulation. Prerequisite: EDP 101. (S,SS) 3(3-0)

EDP 207 COBOL I: A fundamental course in COBOL programming. The COBOL language structure, statements, and programming methods and techniques are studied. The student develops program logic and writes programs to create and access sequential data files. Laboratory work will cover program entry, compiling, and execution. Prerequisite: EDP 101. (F,W,SS) 4(3-2)

EDP 208 COBOL II: A continuation of the study of COBOL. Includes more complex COBOL instructions and techniques. Laboratory exercises involve development of index and relative data files. Prerequisite: EDP 207. (W,SS) 4(3-2)

EDP 209 COBOL III: An advanced study of complex COBOL programming. Includes file maintenance, matrix and table handling. This course is intended primarily for data processing majors. Laboratory work requires completion of assigned programming project. Prerequisite: EDP 208. (S,SS) 4(3-2)

EDP 219 System Analysis: This course covers the job of system analysis and the relationship of the data processing department with other business departments and management information systems. Prerequisite: EDP 101. (S,SS) 3(3-0)

EDP 220 Computer Programming Project: The student will be required to develop a project which simulates a problem in business requiring a program solution. The student may select either BASIC or COBOL for programming. The course places the responsibility upon the student to solve the problem with minimum assistance from the instructor. Prerequisite: EDP 208. (S,SS) 3(3-3)

EDUCATION

EDU 201 Introduction to Education: This course is designed to acquaint the prospective teacher with the four major aspects of education: the teaching profession, the school system, the teacher, and the pupil. (Var.) 3(3-0)

ELECTRICAL INSTALLATION & MAINTENANCE

ELC 1102 Applied Electricity: The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment, including transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. (Var.) 3(2-0-3)

ELC 1123 Electrical Installation: This course is designed to teach the students the fundamentals of electrical wiring in houses and small commercial buildings. This includes the reading of electrical blueprints, sizing of conductors, proper wiring procedures, and installation of electrical components. The National Electrical Code will be incorporated into the instruction. Safety will be stressed at all times. (W) 2(1-3)

ELC 1510 Fundamentals of Electrical Installations I: A study of the electron theory and magnetism; the relationship between voltage, current, and resistance; electrical terms and symbols; basic electrical circuits: series, parallel, and combination; types of electrical measuring devices and how to apply them in electrical circuits; electrical systems for lighting and power (wye and delta); principles of measurement and a study of electricity. Subjects such as electron theory, magnetism, electromagnetism and its application, and elements of circuits and their effect on current will be considered. Safety is stressed in all aspects of electricity. (Var.) 10(5-0-16)

ELC 1520 Fundamentals of Electrical Installation II: A study of the applications of the concepts of electrical installation for simple domestic buildings and basic commercial application. Prerequisites: ELC 1510. (Var.) 4(3-0-5)

ELC 1522 Residential Installation: Provides instruction and application in the installation of electrical requirements in residential dwellings, regulations governing the wiring as listed in the National Electrical Code and in the specifications, load calculations for family-type dwellings, installation of service equipment and branch circuits in actual building mock-ups. (Var.) 9(5-0-12)

ELC 1530 Fundamentals of Electrical Installation III: Continuing study of the application of the concepts of electrical installation for more complicated domestic buildings and commercial application. Prerequisites: ELC 1520. (Var.) 7(5-0-6)

ELC 1532 Commercial Installation: Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings, requirements for electrical service as set forth by the National Electrical Code, load calculations, and actual wiring of commercial type installation in buildings. (Var.) 9(5-0-12)

ELC 1540 Marine and Industrial Installations: Provides instructions and application in installations of electrical service in vessels and industrial type buildings, installation of three phase power circuits, and National Electrical Code requirements. (Var.) 6(3-0-10)

ELC 1542 Electric Motors and Control: Provides instruction and application in the installation of electrical motors, generators, and control devices; manual, automatic, and remote control stations; relays; dual motor operations; maintenance and trouble shooting; repair of controllers and control devices; types of electrical motors: single phase and three phase; and maintenance and repair of electrical motors. (Var.) 8(5-0-10)

ELECTRONICS

T-ELN 101 D.C. Circuits: Development of basic electricity theories; concepts of electron flow and resistance; Ohm's law, Watt's law, Kirchnoff's law; network theory. (F) 6(5-3)

T-ELN 102 A.C. Circuits: Extended circuit concepts of capacitance, inductance, time constants, magnetism, reactance, and impedance. Prerequisite: T-ELN 101. (W) 6(5-3)

T-ELN 113 Electronics I: Extended A.C. theory, semiconductor theory and devices. Prerequisite: T-ELN 102. (S) 6(5-3)

T-ELN 114 Electronics II: Semiconductor theory extended; amplifier theory and design. Prerequisite: T-ELN 113. (SS) 4(3-3)

T-ELN 207 Individually Supervised Study, Electronics: Designed to foster independent study, research, and investigation in electronics. The student will make a preliminary presentation of a problem, conduct an investigation, and make a final report including a statement of the problem and methods of investigation, along with conclusions and suggestions for further study. Prerequisite: Instructor's consent. (Var.) 3(Var.)

T-ELN 211 Electronics III: Theory and applications of operational amplifiers and thyristors and other control devices. Prerequisite: T-ELN 114. (F) 4(3-3)

T-ELN 212 Digital Electronics I: Introduction to digital electronics, Boolean algebra, logic families, combinational and sequential logics. Prerequisite: T-ELN 113. (F) 4(3-3)

T-ELN 213 Digital Electronics II: Concepts and features of memory systems, microprocessor structure, programming, and hardware. Prerequisite: T-ELN 212. (W) 4(3-3)

E-ELN 214 Digital Electronics III: Analysis, interface, and applications of microprocessor based controllers and microcomputer systems. Prerequisite: T-ELN 213. (S) 4(3-3)

T-ELN 215 Electronics Servicing I: AM, FM, television theory; basic troubleshooting techniques. Prerequisite: T-ELN 211. (W) 4(3-3)

T-ELN 216 Electronic Servicing II: Extended equipment concepts, advanced analysis, diagnosis, and repair techniques. Prerequisite: T-ELN 215. (S) 4(3-3)

ELN 1101 Fundamentals of Electronic Servicing I: This course includes the proper use of test equipment and proper methods of testing circuitry and components. It also includes the

proper use of service manuals, reading schematics, and short cuts in various servicing procedures. This course is designed to be offered in a self-contained electronic servicing program for prison inmates. (F) 7(7-0-0)

ELN 1102 Fundamentals of Electronic Servicing II: A continuation of ELN 1101. This course is designed to be offered in a self-contained electronics servicing program for prison inmates. (W) 5(5-0-0)

ELN 1103 Fundamentals of Electronic Servicing III: A continuation of ELN 1102. This course is designed to be offered in a self-contained electronics servicing program for prison inmates. (S) 2(2-0-0)

ELN 1104 Fundamentals of Electronic Servicing IV: A continuation of ELN 1103. This course is designed to be offered in a self-contained electronics servicing program for prison inmates. (SS) 2(2-0-0)

ELN 1111 Direct and Alternating Current: A study of the structure of matter and the electron theory; the relationship between voltage, current, and resistance in series, parallel and series-parallel circuits; analysis of direct current circuits by Ohm's law and Kirchhoff's law; sources of direct current potentials; fundamental concepts of alternating current flow: reactance, impedance, phase angle, power, and resonance. (F) 11(5-0-18)

ELN 1112 Vacuum Tubes and Solid State Devices: An introduction to vacuum tubes and their development: the theory, characteristics, and operation of vacuum diodes; semiconductor diodes; rectifier circuits; filter circuits; triodes; simple voltage amplifier circuits; transistor theory: operation, characteristics, and their application to audio and radio frequency amplifier and oscillator circuits; troubleshooting and repair of solid state devices. Prerequisite: ELN 1111. (W) 15(10-0-15)

ELN 1113 Television Theory and Circuits: This is a beginning theory course which introduces the study of the following: Brightness control and DC re-insertion circuits, video detector stages, automatic gain control circuits, deflection oscillator and amplifier stages, automatic frequency control circuits, picture IF amplifier stages, and RF tuner units. Shop work will include construction, analysis, testing, and simple troubleshooting of the stages studied in class. Visual alignment and adjustments of control circuits are performed. Prerequisites: ELN 1112, MAT 1115. (S) 7(6-0-5)

ELN 1125 Radio Receiver and Amplifier Servicing: An introduction of commonly used servicing techniques as applied to monophonic and stereophonic high fidelity amplifier systems and auxiliary equipment, the operation and servicing of intercommunication amplifiers and switching circuits, principles of radio reception and practices of servicing including block diagrams of radio receivers; servicing techniques of AM and FM receivers by resistance measurements, signal injection, voltage analysis, oscilloscope methods of locating faulty stages and components, and the alignment of AM and FM receivers. Prerequisites: MAT 1115, ELN 1112. (S) 9(5-0-12)

ELN 1127 Television Receiver Circuits and Servicing: Principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. More specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment, troubleshooting, and repair of the color television circuits. Prerequisites: ELN 1113, ELN 1125. (SS) 16(10-0-18)

ENGLISH

ENG 90 English Skills Lab: This lab is designed for those students who need extensive remedial work in grammar as evidenced by a low score on the admissions placement test. The major emphasis is a review of basic grammar combined with practice in writing sentences and provides a foundation for ENG 91. Graded on a pass/repeat basis. (F,W,S,SS) 1*(0-3)

ENG 91 Grammar Fundamentals: This course emphasizes an intensive study of the parts of speech and of the structure of English sentences; additionally, it reviews common punctuation and usage problems. Graded on pass/repeat basis. (F,W,S,SS) 3*(3-0)

ENG 101 English Composition I: Study of expository writing with an analysis of various methods of developing the essay and the short story, frequent theme assignments, and individual conferences. Prerequisite: A minimum CGP reading score of 45 and composition score of 45; plus average high school English grades of "C" or better. (F,W,S,SS) 3(3-0)

ENG 102 English Composition II: Continued study of composition, emphasizing techniques of analysis and synthesis in writing, with drama providing substance; and techniques of research writing. Prerequisite: ENG 101.† (F,W,S,SS) 3(3-0)

ENG 103 English Composition III: Continued study of composition based upon critical reading of poetry and novels. Prerequisite: ENG 102.† (F,W,S,SS) 3(3-0)

ENG 113 ** **Paragraph Fundamentals:** This course is a continuation of ENG 91 with emphasis on writing the four major types of non-fictional prose: description, narration, exposition, and argumentation. It also reviews punctuation and spelling rules. (F,W,S,SS) 3(3-0)

ENG 114 ** **Essay and Short Story Fundamentals:** This course focuses on the composition of essays and the analysis of short stories. (W,S,SS) 3(3-0)

ENG 115 Man and the Media: Designed to increase the student's ability to think analytically about the various media and their impact on man. Discussion of selected television programs, and movies, and the relationship between verbal and visual media. Note: This course does not normally satisfy humanities requirement for graduation. (W,S) 3(3-0)

ENG 201 English Literature I: A survey of English literature from Beowulf to Milton. Prerequisite: ENG 103†. (F) 3(3-0)

ENG 202 English Literature II: A survey of English literature from Milton to the Victorians. Prerequisite: ENG 103†. (W) 3(3-0)

ENG 203 English Literature III: A survey of English literature from the Victorians to the present. Prerequisite: ENG 103†. (S) 3(3-0)

ENG 205 American Literature I: A survey of American literature from its beginnings to Hawthorne. Prerequisite: ENG 103†. (F) 3(3-0)

ENG 206 American Literature II: A survey of American literature from Hawthorne to the twentieth century. Prerequisite: ENG 103†. (W) 3(3-0)

ENG 207 American Literature III: A survey of American literature of the twentieth century. Prerequisite: ENG 103†. (S) 3(3-0)

ENG 1020 Reading Improvement: A concentrated effort to improve students' ability to comprehend what they read by training them to read more rapidly and accurately. This course is adjusted to vocational students' interests. (F) 2(2-0-0)

ENG 1030 Communication Skills: Development of the ability to communicate effectively through the medium of good language usage in speaking and writing. Organizing and presenting thoughts effectively in connection with problems. This course is adjusted to vocational students' interests. (W) 2(2-0-0)

*Denotes preparatory credit (non-transferable).

**ENG 113 and 114 have the same basic course content as English 101; however, their content has been expanded to cover supplementary components at a slower pace. They have been designed to meet the needs of those students whose English placement test scores are below 45 and/or whose high school grades average below "C"; they may be substituted for English 101 in all programs.

†Stated prerequisites may be waived with permission of the instructor and department chairperson.

FRENCH

FRE 101 Elementary French I: An introduction to the basics of French pronunciation, grammar and civilization. Emphasis is placed on developing the skills of speaking, reading, writing and comprehending the language. Topics include present tense verbs, telling time and the correct usage of pronouns, adjectives and adverbs. No previous study of French is required. (F) 3(3-1)

FRE 102 Elementary French II: A continuation of FRE 101. Topics include quantity expressions, idiomatic expressions, more irregular verbs in the present tense and the passé composé. Prerequisite: FRE 101 or equivalent. (W) 3(3-1)

FRE 103 Elementary French III: A continuation of FRE 102. Topics include reflexive verbs, indirect and direct object pronouns, the imperfect, future, and conditional tenses and the comparison of adjectives and adverbs. Prerequisite: FRE 102 or equivalent. (S) 3(3-1)

FRE 151 Intermediate French I: A review and expansion of elementary grammar concepts. Development of an increased vocabulary with emphasis on speaking, reading, comprehension and writing skills. A further understanding of French culture through reading conversations and literary works. Prerequisite: Two years of high school French, FRE 101-103 or equivalent. (F) 3(3-1)

FRE 152 Intermediate French II: A continuation of FRE 151. Topics include comparison of adjectives and adverbs, direct and indirect object pronouns and a study of the subjunctive tenses. Prerequisite: FRE 151 or equivalent. (W) 3(3-1)

FRE 153 Intermediate French III: A continuation of FRE 152. Topics include the many uses of reflexive verbs, relative, interrogative and possessive pronouns and the passive voice. Prerequisite: FRE 152 or equivalent. (S) 3(3-1)

FRE 200 Selected Readings in French: A course for those able to read French literature. Selections of short stories and drama will be used and literary interpretations will be included. Prerequisite: Three years of high school French or the completion of FRE 153. (Var.) 3(3-0)

GEOGRAPHY

GEO 101 Principles of Geography I: First quarter of a two-quarter sequential course designed to introduce the student to the study of geography, emphasizing physical geography and its influence on man. (Var.) 3(3-0)

GEO 102 Principles of Geography II: Second quarter of a two-quarter sequential course to introduce the student to the study of geography, emphasizing the influence of geography on man in the major climatic regions of the earth. Prerequisite: GEO 101 or permission of instructor. (Var.) 3(3-0)

HEALTH

HEA 121 Hygiene I: This course is designed to give students a stimulating and realistic approach to personal and community life health and to develop in them a sound and critical attitude where their own personal health is concerned. (F,W,S,SS) 3(3-0)

HEA 122 Hygiene II: A study of the human body and its function as related to problems of health and disease. Also included is an emphasis on preparing students in knowledge and skills needed in preventing accidents as well as rendering first aid to the victims of accidents. (F,W,S,SS) 3(3-0)

HEA 223 First Aid and Safety Education: Standard and accepted practices of first aid and safety education. Official certification to students who qualify. (F,W,S,SS) 3(3-0)

HISTORY

HIS 101 Ancient History: A survey of pre-history, the Ancient Near East, China, Greece, Rome, the Byzantine and Arab Empires to the time of Charlemagne. (F,SS,Var.) 3(3-0)

HIS 102 Medieval History: A survey of the High Middle Ages, the Medieval Church, the Crusades, the growth of towns and trade, the Renaissance, the Age of Discovery, and the emergence of Royal Absolutism during the 17th and 18th Centuries. Non-Western cultures, such as China, Japan and Pre-Columbian America are also presented. (W,SS,Var.) 3(3-0)

HIS 103 Modern History: A survey of European imperial expansion, the dynastic struggles of the 18th century, the Industrial Revolution, the American and French Revolutions, the two World Wars, and the Cold War period. (S,SS,Var.) 3(3-0)

HIS 201 U.S. History I: A survey of European Colonial expansion in the Western Hemisphere, the establishment of the English Colonies, the struggle for American independence, the Federal Period, and the War of 1812. (F,SS) 3(3-0)

HIS 202 U.S. History II: A survey of the Ante Bellum period, the Civil War, Reconstruction, the rise of big business, the Labor Movement, the Populist-Progressive movements, and imperial expansion to 1917. (W,SS) 3(3-0)

HIS 203 U.S. History III: A Survey of 20th Century U.S. history from the Progressive Movement through the Cold War. (S,SS) 3(3-0)

HIS 204 An Introduction to Latin America: A survey of the geography, culture, economy, politics, and history of Latin America. Emphasis is placed on the geographical and cultural forces that have contributed to the Latin America of the modern period together with the modern movements in Latin America that strive to solve Latin American problems. Prerequisite: 3 hours of college history. (Var.) 3(3-0)

HIS 206 Modern Europe, 1815-1914: Seminar: Traces the development of the European State System as it evolved in the 19th century leading to certain factors involved in the causes of the First World War. Emphasis is placed upon the forces of liberalism, conservatism, and nationalism and reasons roles changed during the period. Prerequisite: 3 hours of college history. (W) 3(3-0)

HIS 207 Modern Europe, 1914-1960: Seminar: Traces the development of the Second World War, the course of the war, and the post-war period of reconstruction. Emphasis is placed on the political, intellectual, and economic developments in European Civilization following World War I and the Treaty of Versailles. Prerequisite: 3 hours of college history. (S) 3(3-0)

LIBRARY

LIB 100 Library Usage: A general course covering the use of standard library reference tools such as the card catalog, indexes, directories, handbooks, periodicals, etc. Frequent short research projects are required and one long project is completed during the course. (F,W,S,SS) 1(1-0)

MASONRY

MAS 1101 General Masonry: This course is designed to introduce and familiarize the student with the masonry industry. It includes the proper use of masonry tools; the study of different types of masonry products and their uses; mixing of mortar for proper bonding; layout and construction of foundations, walkways and drives; and construction of fireplaces and flues. Laboratory work allows the student to have hands-on experience in working with various masonry projects, including layout and estimating jobs. Safety is stressed at all times. (F) 7(3-14)

MATHEMATICS

MAT 90 Math Skills Lab: This lab is designed to aid students who need practice or additional instruction in math. Supplementary materials are available for all levels of instruction in developmental and curriculum courses. Graded on a pass/repeat basis. (F,W,S,SS) 1*(0-3)

*Denote preparatory credit (non-transferable).

MAT 91 Basic Mathematics: A course designed to strengthen the student's background in fundamental arithmetic necessary for further study in any area of mathematics. Included are the basic operations of addition, subtraction, multiplication, and division as performed on whole numbers, integers, fractions, and decimals. Also included is a study of ratios, proportions, percentages, formulas, measurement, and the metric system. Graded on a pass/repeat basis. (F,W,S,SS) 5*(5-0)

D-MAT 101 Basic Algebra I: An elementary course for the student who has had little or no previous work in algebra. Topics include signed numbers, fundamental operations, polynomials, factoring, and the solution of linear equations and inequalities. (F,W,S,SS) 3(3-0)

D-MAT 102 Basic Algebra II: This course is a continuation of Basic Algebra I. Included are algebraic fractions, radicals, solving and graphing linear and quadratic equations and functions, and properties of the imaginary units. (F,W,S,SS) 3(3-0)

T-MAT 104 Technical Math I: Overview of algebra for students in the Drafting and Design, Electronics, and EDP programs. Includes linear equations in one to three unknowns, literal linear equations, ratios and proportions, exponents, and radicals. (F) 5(5-0)

T-MAT 105 Technical Math II: This course is designed primarily for students enrolled in Electronics and in Drafting and Design. The emphasis of this course is on problem solving at a post-secondary level. The student is to be presented problems which are meaningful within the context of conventional engineering at a realistic level of sophistication in view of the student's preparation. Included will be functions and graphs, quadratic equations, logarithms, and introduction to trigonometry. This course is not designed to transfer to a four-year liberal arts college. Prerequisite: T-MAT 104 or minimum CGP math test E score of 50. (W) 4(4-0)

T-MAT 106 Technical Math III: Trigonometry including a study of right and oblique triangles, vectors, trigonometric formulas and identities, graphs, and complex numbers. Prerequisite: T-MAT 105. (S) 3(3-0)

D-MAT 107 Basic Algebra Review: This course is designed for those students who have had two years of high school algebra or equivalent but need a cumulative review before taking MAT 121. Topics included are the same as those for D-MAT 101 and 102. (F) 3(3-0)

MAT 111 Fundamental Concepts of Mathematics I: Logic, set theory, systems of numeration, natural numbers, integers, and whole numbers. MAT 111, 112, and 113 are designed for students who major in elementary education. Prerequisite: A minimum CGP math test C score of 50, or math test D score of 40, or math test E score of 40. (F,SS) 3(3-0)

MAT 112 Fundamental Concepts of Mathematics II: Rational numbers, percent and interest applications, metric system, irrational numbers, real numbers, absolute value, and sentences in one variable. Prerequisite: MAT 111. (W,SS) 3(3-0)

MAT 113 Fundamental Concepts of Mathematics III: Informal geometry, the coordinate plane, sentences in two variables, coordinate geometry, probability, and statistics. Prerequisite: MAT 112. (S,SS) 3(3-0)

MAT 121 College Algebra: Review of basic algebra, the coordinate plane, functions and their graphs, quadratic functions, inequalities, absolute values, and conic sections. Prerequisite: A minimum CGP Math Test E score of 50 plus two years of high school algebra with grades of "C" or better. (F,W,S,SS) 3(3-0)

MAT 122 College Algebra II: Polynomial functions, exponential and logarithmic functions, matrix algebra, sequences, series, binomial theorem, and probability. Prerequisite: MAT 121 or permission of instructor. (W,S,SS) 3(3-0)

MAT 123 Trigonometry: Definitions of the trigonometric functions, solutions of right triangles, laws of sines and cosines, oblique triangles, identities, conditional equations, inverse functions, polar coordinates, complex numbers, and vectors. Prerequisite: MAT 121-122 or permission of the instructor. (S,SS) 3(3-0)

MAT 201 Calculus I: Rate of change of functions, limits, derivatives of algebraic functions, applications of derivatives, continuity, the indefinite integral, the definite integral, areas, and derivative and integral of sine and cosine functions. Prerequisite: MAT 123 or permission of instructor. (F) 5(5-0)

MAT 202 Calculus II: Application of the definite integral; derivatives and integrals of trigonometric functions, inverse trigonometric functions, logarithmic functions, exponential functions, and hyperbolic functions; and methods of integration. Prerequisite: MAT 201. (W) 5(5-0)

MAT 203 Calculus III: Plane analytic geometry, polar coordinates, vectors and parametric equations, and vector functions and their derivatives. Prerequisite: MAT 202. (S) 5(5-0)

MAT 204 Calculus IV: Partial differentiation, multiple integration, and infinite series (Maclaurin, Taylor, Fourier). Prerequisite: MAT 202. (S) 3(3-0)

MAT 210 Linear Algebra: Matrices and systems of equations, vector spaces, independence, bases, dimension, rank, linear transformations, inverse of a linear transformation, changing coordinates, and representations of transformations. Prerequisite: MAT 123. (Var.) 3(3-0)

MAT 211 Elementary Statistics: Frequency distribution, presentation of data by graphs and charts, measures of central value, measures of dispersion, normal distribution, correlation and distribution, sampling, hypotheses testing, and chi square test. Prerequisite: MAT 122 or permission of instructor. (S) 3(3-0)

MAT 1000 Fundamentals of Mathematics: Theory of numbers and the analysis of basic operations: addition, subtraction, multiplication, and division of whole numbers. Common fractions, decimal fractions, and percentages. (F) 5(5-0-0)

MAT 1010 Vocational Mathematics: Ratio and proportion, gear ratios, pulleys, angular velocity, mechanics, and electricity. Also includes basic algebra. (W) 3(3-0-0)

MAT 1020 Geometry and Trigonometry: Geometry and trigonometry as applied to the machinist trade. (S) 3(3-0-0)

MAT 1030 Machinist Mathematics: Practical application of algebra and trigonometry in the solution of problems related to the machinist trade. Lead screw and indexing problems and compound angles. (SS) 3(3-0-0)

MAT 1112 Construction Estimating: As part of the light construction program, this course emphasizes estimating the cost of construction on building projects or phases of building projects. Students work with blueprints to develop material lists and estimate time involved to find labor costs. Prerequisites: DFT 101, DFT 207, MAT 1000, and MAT 1010. (SS) 3(3-0-0)

MACHINIST

MEC 1120 Duct Construction and Maintenance: Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation, and ventilating hoods. (Var.) 5(3-0-6)

MEC 1135 Mechanical Installations: This course introduces the student to the installation of built-in appliances and other mechanical equipment found in the modern home or small commercial building. It will be studied in connection with framing and finishing of the carpentry work. Also, it will help the student understand the types of plumbing, heating, air conditioning, and automatic sprinkler systems to be installed along with other appliances such as stoves, ovens, dishwashers, and refrigerators. Field trips will be a part of this course. (SS) 3(2-3)

MEC 1200 Machine Shop Theory and Practice I: An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care, and use of basic hand tools and precision measuring instruments. Elementary layout procedures and processes of the lathe, drill press, and milling machines will be introduced both in theory and practice. Minimum clock hours—195. (F) 9(3-8-8)

*Denotes preparatory credit (non-transferable).

MEC 1201 Machine Shop Processes: To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation, hand grinding of drill bits and lathe tools, and set-up work applied to the trade. (Var.) 2(0-0-6)

MEC 1210 Machine Shop Theory and Practice II: Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine, and shaper. The student will work on projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. Minimum clock hours—170. (W) 7(2-6-8)

MEC 1215 Lathe Operation: Operating principles and functions of the lathe, lathe tool sharpening and setups, and care and maintenance of the lathe. Minimum clock hours—130. (Var.) 7(3-6-4)

MEC 1220 Machine Shop Theory and Practice III: Advanced work on the lathe, grinders, milling machine, and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting, and measuring of gears. The student will use precision tools and measuring instruments such as vernier height gauge, protractor, and comparator. Minimum clock hours—140. (S) 6(2-4-8)

MEC 1225 Drill Press Operation: Operating principles and functions of the drill press, both standard and radial; drill sharpening and setups on drill press; care and maintenance of drill press. Minimum clock hours—130. (Var.) 7(3-6-4)

MEC 1230 Machine Shop Theory and Practice IV: Development of class projects in planning, blueprint reading, machine operations, final assembly, and inspection. Processes on the tool and cutter grinder and cylindrical grinder will be practiced. Special procedures and operations, processes and equipment, observing safety procedures faithfully, and establishing good work habits and attitudes acceptable to the industry. Minimum clock hours—195. (SS) 9(3-8-8)

MEC 1235 Shaper Operation: Operating principles and functions of the shaper. Shaper tool sharpening and shaper setups and the care and maintenance of shaper. Minimum clock hours—150. (Var.) 8(3-8-4)

MEC 1245 Mill Operation: Operating principles and functions of milling machines, mill setups, care of milling cutters, and the care and maintenance of milling machines. Minimum clock hours—150. (Var.) 8(3-8-4)

MEC 1250 Structure of Metals I: Elementary and practical approach to ferrous metals. A study of their structure, marking, classification, and uses; the theory of iron and steel and their alloys; the shaping, forming, heat treatments, and surface treatments of steel. (S) 3(3-0-0)

MEC 1255 Structure of Metals II: Elementary and practical approach to non-ferrous metals. A study of their structure, marking, classification, and uses. The shaping, forming, heat treatments, and surface treatments. (S) 3(3-0-0)

MEC 1260 Precision Machining I: The designing and building of machine shop projects that require a great deal of skill by the student. The student will be required to use all the equipment in the shop to build these projects; close tolerances will be held on all parts that make up the projects. Minimum clock hours—185. (F) 8(2-8-8)

MEC 1265 Precision Machining II: More complex machining projects will be undertaken to provide the students with projects that will require a high degree of skill and accuracy. Prerequisite: MEC 1260. (W) 8(2-8-8)

MEC 1270 Machine Repair: This course is designed to familiarize the student with the installation, maintenance, and repair of machine shop equipment. He will also manufacture some of the parts needed to repair the equipment. Minimum clock hours—185. (S) 8(2-8-8)

MEC 1275 Jig and Fixture Building: This course is designed to familiarize the student with the designing and building of jigs and fixtures used in production manufacturing by machine shops. Minimum clock hours—123. (SS) 6(2-6-4)

MEC 1280 Die Making: Elementary and practical approach to building of simple dies. Special attention is given to the methods of developing the different types of dies. Instruction is given in types of materials used and the machining of component parts of dies. Minimum clock hours—123. (SS) 6(2-6-4)

MUSIC

MUS 90 Music Skills Lab: This lab is designed to aid students who need additional practice and instruction in developing music skills. (F,W,S) 0(Var.)

MUS 91-92-93 Organ Class: A preparatory course for organists of insufficient background for college credit organ courses or for those who do not wish to study organ for credit. Qualified students upon the completion of each quarter can, by examination, enter MUS 114. (Var.) 1*(1-0)

MUS 94-95-96 Voice Class: A preparatory course for vocalists of insufficient background for the college credit voice courses or for those who do not wish to study voice for credit. Qualified students upon the completion of each quarter can, by examination, enter MUS 108. (Var.) 1*(1-0)

MUS 97-98-99 Piano Class: A preparatory course for pianists of insufficient background for the college credit piano courses. Qualified students upon the completion of each quarter can, by examination, enter MUS 111. (Var.) 1*(1-0)

MUS 100 Music Fundamentals I: An introduction to basic rudiments of music for elementary education and a preparatory course for Music 102, including developing the singing voice, reading rhythm, reading pitch, combining musical sounds, and playing the recorder. (F) 2(2-1)

MUS 101 Music Fundamentals II: A continuation of Music 100, including playing the piano, playing classroom percussion instruments, accompanying with autoharp, accompanying with guitar, creating music, and singing in harmony. Prerequisite: MUS 100. (W) 2(2-1)

MUS 102 Music Theory I: An introduction to basic techniques of writing melodies, intervals, chords, and four-part harmony, including rhythm symbols, meters measures, time signatures, the notation of pitch, major and minor scales and key signatures, chord structures, and writing of melody, the phrase, and cadence. (F) 3(3-0)

MUS 103 Music Theory II: A continuation of Music 102, including two voice counterpoint, the passing tone, the neighboring tone, compositions using I, IV, & V in the major and minor scales. Prerequisite: MUS 102. (W) 3(3-0)

MUS 104 Music Theory III: A continuation of Music 103, including secondary triads, inversion of triads—the six-cord, the six-four chord, the seventh chord, and exercises in analysis and composition. Prerequisite: MUS 103. (S) 3(3-0)

MUS 105 Sight-singing and Dictation I: The study of melodic and rhythmic elements of music using the movable "do." Rhythmic and melodic dictation involving intervals and scales, including scalewise melodies, key feeling and melodic memory, all intervals. (F) 2(2-0)

MUS 106 Sight-singing and Dictation II: A continuation of Music 105 including two part dictation, accompanied melody, and singing of major and minor melodies. Prerequisite: MUS 105. (W) 2(2-0)

MUS 107 Sight-singing and Dictation III: A continuation of Music 106 including reading of alto clef modulations, dictation of modal melodies, all intervals and two part counterpoint. Prerequisite: MUS 106. (3) 2(2-0)

MUS 108-109-110, 208-209-210 Voice for Performance Minors I, II, III, IV, V, VI: Breathing and breath control. Vowels and essentials of tone production, with emphasis on freedom and flexibility. Simple songs in English and Italian, leading to art songs in the second year. All voice students are required to sing in the college chorus. (Var.) 1(1-0) or 2(2-0)

*Denotes preparatory credit (non-transferable).

MUS 111-112-113, 211-212-213 Piano for Performance Minors I, II, III, IV, V, VI: Adequate technical exercises such as Hanon or Czerny. Scales and arpeggios in varying rhythms. Easy sonatinas by composers such as Clementi and Kuhlau and beginning Bach pieces. Simple pieces of the Romantic and Modern periods.
(Var.) 1(1-0) or 2(2-0)

MUS 114-115-116, 214-215-216 Organ for Performance Minors I, II, III, IV, V, VI: A fundamental study of the manual technique, pedal technique, the independence of hands and feet, and the art of registration. Chorale preludes from the "Orgelbuchlein" by Bach and easy pieces by modern composers.
(Var.) 1(1-0) or 2(2-0)

MUS 117-118-119 Chorus I, II, III: Study activity course designed to give the student a deeper understanding, appreciation, and enjoyment of choral music and its practice. Required for all music majors and open to all students by permission of the instructor. Attendance required at all rehearsals and performances.
(F,W,S) 1(0-3)

MUS 123-124-125 Voice for Performance Majors I, II, III. Basic vocal techniques and repertoire in simple Italian arias and English songs of Renaissance, Baroque, and classical periods. Nine hours practice weekly. All voice students are required to sing in the college chorus. Open by audition to all qualified students. All voice majors are required to take piano. (Var.) 2(2-0)

MUS 126-127-128 Piano for Performance Majors I, II, III: All major and minor scales; major, minor, dominant seventh, and diminished seventh arpeggios; selected technical studies; Bach Two and Three-Part Inventions; sonatinas and easier sonatas of Haydn, Mozart, and Beethoven. Nine hours practice weekly. Open by audition to all qualified students. (Var) 2(2-0)

MUS 129-130-131 Organ for Performance Majors I, II, III: A foundation of organ technique is laid through study of manual and pedal exercises as given in the methods books of Clarence Dickinson or Harold Gleason. At least four of Bach's "Eight Little Preludes and Fugues" should be completed together with some chorale preludes from Dupre and from Bach's "Orgelbuchlein." Nine hours practice weekly. Open to all students who have completed MUS 113 or can demonstrate by audition a similar proficiency in piano playing. (Var.) 2(2-0)

MUS 202 Music Theory IV: A continuation of Music 104, including analysis of non-harmonic tones, realization of figured bass, harmonization in secondary dominant and diminished 7th chords, augmented 6th chords, neapolitan 6th chord, and chromatic modulation. Prerequisite: MUS 104. (F) 3(3-0)

MUS 203 Music Theory V: A continuation of Music 202 including contrapuntal forms, contrapuntal techniques and devices, e.g. canon, invention, fugue, ostinato forms: ground motif, ground bass, passacaglia, chaconne, and variation. Prerequisite: MUS 202.
(W) 3(3-0)

MUS 204 Music Theory VI: A continuation of Music 203 incuding song forms, rondo form, sonato-allegro form, 20th century trends and techniques. Prerequisite: MUS 203. (S) 3(3-0)

MUS 205 Sight singing and Dictation IV: A continuation of the study of melodic and rhythmic elements in music along with harmonic dictation using altered chords, modulations, and non-harmonic tones including singing of melodies in soprano, alto, and tenor clefs; themes and variations; sequence patterns in melodic intervals; major and minor traids. Prerequisite: MUS 107.
(F) 2(2-0)

MUS 206 Sight singing and Dictation V: A continuation of Music 205 including singing of duets, themes and variations, dictation of three part harmony, passing tone, neighboring tone. Prerequisite: MUS 205. (W) 2(2-0)

MUS 207 Sight singing and Dictation VI: A continuation of Music 206 including singing of duets, all clefs, all intervals, dictation of four part harmony. Prerequisite: MUS 206. (S) 2(2-0)

MUS 217-218-219 Chorus IV, V, VI: A continuation of MUS 117, 118, 119. (F,W,S) 1(0-3)

MUS 220 Music Appreciation I: An historical survey of music of the Renaissance and Baroque periods including melody, harmony, instruments of the orchestra, musical structure and design, Gregorian Chant, the mass, motet, madrigal, opera, cantata, oratorio, sonata, concerto grosso, suite, and overture. Representative composers are Machat, Josquin des Prez, Monteverdi, Purcell, Palestrina, Vivaldi, Bach, and Handel. (F) 3(3-0)

MUS 221 Music Appreciation II: Music of the Classical and Romantic periods including keyboard music, chamber music, symphonies, operas, oratorios, choral music, and lieder. Representative composers are Haydn, Mozart, Beethoven, Schubert, Schumann, Brahms, Chopin, Liszt, Mendelssohn, and Wagner.
(W) 3(3-0)

MUS 222 Music Appreciation III: Post Romantic and Twentieth Century including Expressionism, Impressionism, Neo-Classicism, the New Nationalism, Futurism, American Jazz, and Electronic music. Representative composers are Debussy, Stravinsky, Bartok, Schoenberg, Hindemith, Ives, Gershwin, Ellington, Boulez, and Penderecki. S 3(3-0)

MUS 223-224-225 Voice for Performance Majors IV, V, VI: Advanced vocal techniques. Repertoire: more difficult songs and arias from the Baroque and Classic periods, easy to medium difficult Romantic art songs and arias, and simpler songs and arias by contemporary composers. Sophomore recital for voice majors. Nine hours practice weekly. All voice students are required to sing in the college chorus. Voice majors should complete FRE 153 and Piano for Performance Minors. Prerequisite: MUS 125 or permission of the instructor. (Var.) 2(2-0)

MUS 226-227-228 Piano for Performance Majors IV, V, VI: All major and minor scales and arpeggios in rhythms; more difficult selected technical studies; easier Preludes and Fugues of Bach; more difficult sonatas of Mozart and Beethoven; literature of Schubert, Schumann, Chopin, and Brahms; and pieces from the modern composers. Nine hours practice weekly. Prerequisite: MUS 128 or permission of the instructor. (Var.) 2(2-0)

MUS 229-230-231 Organ for Performance Majors IV, V, VI: Completion of the "Eight Little Preludes and Fugues" and study of other Bach such as the "Toccata and Fugue in D Minor"; pieces from pre-Bach, Romantic, and Modern school of organ composition; and hymn-playing and church service playing. Nine hours practice weekly. Prerequisite: MUS 131 or permission of the instructor. (Var.) 2(2-0)

NURSING

NUR 99 Nursing Skills Lab: This lab is designed to aid students who need practice or additional instruction in the particular nursing procedures required in the Associate Degree Nursing program. (F,W,S,SS) 0(Var.)

NUR 100 Orientation to Nursing Education: A course designed to orient applicants of the Associate Degree Nursing program (both accepted and interested applicants) to the very basic concept of nursing education. The role of the student nurse is emphasized with particular attention to the policies, philosophies, curriculum, etc. of the local program. Students have the opportunity to become familiar with the affiliating agencies which they will utilize during their nursing education. The course also includes some basic concepts of math which are necessary for nursing students. (SS) 2(2-0)

NUR 101 Introduction to Nursing: An introductory course which explains the concepts on which to build professional nursing practice. Integrates theory and practice in understanding basic human needs, inter-personal relationships, and dynamics of behavior. Nursing intervention is explained by using the nursing process. The concepts of health, illness, and man's pursuit of wholeness are studied. Students are able to learn and practice skills and the problem-solving approach in the nursing lab and in the clinical setting. Corequisite: BIO 205, PSY 201, NUT 101. (F) 9(4-15)

NUR 102 Medical/Surgical Nursing I: Nursing 102 continues to apply the nursing process to the care of adults by studying the body as a unit divided into individual systems. Specific systems that are covered in this course will be the digestive and the musculoskeletal system. The nursing process will be employed in learning about caring for patients with neoplasms covering general modes of

treatment and because these persons often are in pain, it will delve into pain response. Fluid and electrolyte balances and imbalances will be discussed specifically in relation to patients undergoing surgery. The nursing process and how it is applied to diseases of the blood and blood-family organs will be covered. Meeting the person's basic human needs by providing safe and quality patient care is of utmost importance. Clinical learning experiences will be provided in the nursing lab and in the hospital setting. Corequisite: BIO 206, PSY 202, PHM 101. Prerequisite: NUR 101, BIO 205, PSY 201, NUT 101. (W) 9(4-15)

NUR 103 Medical/Surgical Nursing II: Nursing 103 builds on Nursing 101 and 102 and continues to use the nursing process to study individual body systems and disturbances of those systems as they pertain to adults. The particular areas covered include the respiratory, genito-urinary, and reproductive systems. Peripheral vascular, endocrine, and metabolic functions are also covered. Sensorineural structures and disturbances of the nose, sinus, pharynx, and larynx are discussed, and the physiological and psychological changes in the aged person are included. Clinical learning experiences will be provided in the nursing laboratory and in the hospital or other community agencies. Corequisite: BIO 207, PSY 231, PHM 102. Prerequisite: NUR 101 and 102, BIO 205 and 206, NUT 101, PHM 101, PSY 201 and 202. (S) 9(4-15)

NUR 201 Maternity Nursing: Applies the nursing process in caring for the emerging family group throughout the maternity cycle, assesses the basic concepts of maternal and family health and comprehensive nursing care during the maternity cycle, and recognizes the interrelationship within the family throughout the span of marriage. Clinical learning experiences are provided in hospitals and other community agencies. Prerequisites: NUR 103, NUT 101, PHM 101 and 102, PSY 201, 202, and 231, BIO 205, 206, and 207. (SS) 9(4-15)

NUR 202 Child Health Nursing: Applies the nursing process in caring for the child from infancy through adolescence including the family constellation. Includes the study of growth and development and the care of ill children. Clinical learning experiences are provided in hospitals and other community agencies. Prerequisites: NUR 103 and 201, NUT 101, PHM 101 and 102, PSY 201, 202, and 231. (F,W,S) 9(4-15)

NUR 203 Psychiatric/Mental Health Nursing: This course is a study of human behavior. Personality development is reviewed, and interpersonal relationships are considered in the perspective of approaching the patient on a therapeutic basis. There is an emphasis on mental disorders of adults and their corresponding treatment care. Clinical learning experiences are obtained at a community mental health center where the majority of time is spent on the in-patient unit with shorter rotations in the out-patient and partial hospitalization programs. Prerequisites: NUR 103, NUT 101, PHM 101 and 102, PSY 201, 202, and 231. (F,W,S) 9(4-15)

NUR 204 Medical/Surgical Nursing III: Applies scientific principles to the care of the critically ill adult patient. Man's adaptation to his environment is emphasized. It involves comprehension as well as demonstration of technical knowledge and skill in nursing assessment. It utilizes the holistic approach to attain optimum fulfilment of both the patient's physiological and psychological needs. The health team approach is utilized. Teaching health concepts to the patient and family is emphasized. Clinical learning experiences are provided in the hospital. Prerequisites: NUR 103, NUT 101, PHM 101 and 102, PSY 201, 202, and 231. (F,W,S) 9(4-15)

NUR 205 Issues in Nursing: This course provides opportunities for the student to become familiar with the historical background of the nursing profession as well as explore the contemporary problems and trends in health care. The student is also exposed to the ethical and legal aspects of nursing and to legislation affecting nursing. Nursing organizations, disaster nursing, thanatology, and job opportunities are stressed. The importance of continuing education to improve nursing competencies is emphasized. Each student is encouraged to explore his/her own personal and professional philosophy of nursing. Prerequisites: NUR 103, NUT 101, PHM 101 and 102, PSY 201, 202, and 231. (F,W,S) 4(4-0)

NUR 206 Leadership and Management of Patient Care: Emphasizes the role of the nurse leader, helps students understand the responsibilities they have in the delivery of health care services and the ways they may exercise leadership in providing patient care, and examines communication systems and the nursing process. Students are exposed to the legislative process as it applies to health care issues. The principles of intravenous therapy are introduced and practice time allowed for this procedure. Principles of test-taking and preparation for the national licensure exam are also covered. Students will be given the opportunity to observe the role/responsibilities of the charge nurse during the various shifts (7 a.m.-3 p.m.; 3 p.m.-11 p.m.; 11 p.m.-7 a.m.) in a hospital setting. Prerequisites: NUR 103, NUT 101, PHM 101 and 102, PSY 201, 202, and 231. (S) 4(3-3)

NUR 1100 Nurses' Assistant: This course is designed to prepare qualified men and women to give effective nursing care to selected patients, to make and report observations, and to carry out routine tasks of nurses' assistant. Classroom teaching is centered around modern concepts of health, functional relationships within a nursing facility, fundamentals of effective interpersonal relations, and nursing procedures related to daily needs of patients and common therapeutic measures. Throughout the course emphasis is given to the role of the nurses' assistant. Clinical experiences provide opportunities for applying classroom learnings to practice in a nursing facility. (SS) 16(10-0-20)

NUR 1110 Nursing Procedures: This includes transport, positioning, and skin preparation of the surgical patient, and procedures for meeting patients' basic needs through simple nursing care, observation and reporting. (Note: This course is part of the self-contained Surgical Technology program; therefore, only students in that program may register for it.) (W) 4(3-3-0)

NUTRITION

NUR 101 Nutrition: Nutrition is studied from a biological standpoint with emphasis on the six major classes of nutrients. The functions and interrelationships of these nutrients in the body are examined. Diet assessment is included in this course. (F) 3(3-0)

ORIENTATION

ORI 100 Introduction to College: This course is designed to give the student the basic skills he needs in order to cope with the college environment. Such areas as orientation to college, study skills, time management, goal setting, and course survival skills will be emphasized. (F,W,S,SS) 1(1-0)

PHYSICAL EDUCATION

PED 101 Basic Movement: Primarily designed for the development and improvement of muscular strength, muscular endurance, and circulo-respiratory endurance. Gross motor activity such as running, jumping, leaping, and general floor exercises are stressed. (F,W,S,SS) 1(1-2)

PED 101A, 102A, 103A Adapted Physical Education: A planned program of selected activities for individuals with physical defects or limitations that would prohibit them from participating in regular physical education activity classes. (F,W,S) 1(1-2)

PED 102 Flag Football: Introduction to the basic skills of football (kicking, passing, running, and blocking). Controlled competition is stressed to utilize skills and develop and/or improve muscular strength and endurance. (F) 1(1-2)

PED 103 Soccer: Introduction to the basic skills of soccer (kicking, passing, heading, dribbling, and guarding). Controlled competition is stressed to utilize skills in game situations. (F) 1(1-2)

PED 104 Stunts and Tumbling: Flexibility and strength activities are stressed. Forward rolls, backward rolls, shoulder rolls, head stands, hand stands, hand springs, rope climbing, vaulting, and balance activities. (W) 1(1-2)

PED 105 Elementary Gymnastics: Primary activity with the use of the vaulting box, horse, spring board, vaulting buck, and trampoline. (W) 1(1-2)

PED 106 Volleyball: Introduction to the basic skills of volleyball (serving, passing, set-up, spike, and blocking). Controlled competition involving rules, scoring, and strategy is an integral part of this course. (W,SS) 1(1-2)

PED 107 Track and Field: Class competition in the high jump, broad jump, discus throw, shot put, and running events. Designed to develop and maintain and/or improve muscular strength and endurance. (S) 1(1-2)

PED 108 Field Hockey: Introduction to the basic skills of field hockey (dribble, push-pass, drive, flick, fielding, dodge, and scoop). Controlled class competition is stressed. (F) 1(1-2)

PED 109 Beginning Swimming: For the non-swimmer or individual with limited swimming ability. Introduction to basic self-rescue and swimming skills (breathing, floating, gliding, kicking, and stroking). American Red Cross certificates issued. (F,S,SS) 1(1-2)

PED 110 Basketball: Introduction to the basic skills and rules of basketball (passing, dribbling, and shooting). Class competition is stressed. (W) 1(1-2)

PED 111 Baseball: Introduction to the basic skills and rules of baseball (hitting, throwing, running, sliding, and field position). Class competition is stressed. (S) 1(1-2)

PED 112 Badminton: Fundamental skills and rules of badminton (swing and cocking of strokes, serves, drop shots, net play, scoring, and strategy). Class competition is stressed. (F,W,S,SS) 1(1-2)

PED 113 Intermediate Swimming: Basically for individuals with limited swimming ability. Development of basic strokes and self-rescue skills is stressed. American Red Cross certificates issued. (F,S,SS) 1(1-2)

PED 114 Basic Sailing: Classroom and practical on-the-water experience in the basic fundamentals of small boat sailing. Small craft safety is stressed. Part I, American Red Cross Small Craft Safety (Sailing) certificates are issued. Prerequisite: Demonstrated ability to swim. (F,S,SS) 1(1-2)

PED 115 Intermediate Sailing: A continuation of classroom and practical on-the-water experiences of the rudiments of small boat sailing. Techniques of competency of small sail boat handling is stressed along with general small craft safety. Part II, American Red Cross Small Boat Safety (Sailing) certificates are issued. Prerequisites: Demonstrated ability to swim and sail. (F,S,SS) 1(1-2)

PED 116 Advanced Life Saving: Development of swimming skills and advanced rescue techniques. Fundamental strokes emphasized are side, elementary back, breast, and over arm. American Red Cross certificates issued to qualified class members. (S,SS) 1(1-2)

PED 117 Basic Canoeing: Lecture and laboratory experiences in basic skills of lake, river, and creek canoeing. All of the basic canoeing strokes are covered along with fundamentals of canoeing safety and rescue. Prerequisite: Demonstrated ability to swim. (F,S,SS) 1(1-2)

PED 118 Advanced Canoeing: Lecture and laboratory experiences utilizing advanced skills of flat water and open water canoeing. Fundamentals of canoeing safety and self-rescue are stressed. Outdoor education is an integral part of this course. Prerequisites: Demonstrated ability to swim, PED 117. (F,S,SS) 1(1-2)

PED 201 Archery: Introduction to skills and techniques of target shooting using various types and weights of bows. Class target practice is stressed. (F,S,SS) 1(1-2)

PED 202 Beginning Tennis: Introduction to the elementary skills used in tennis (serve, volley, and ground strokes). Basic rules and strategy for singles and doubles are included. Practical experience in class competition is stressed. (F,S,SS) 1(1-2)

PED 203 Dance I: Designed to develop and improve fundamental skills in dance movements and techniques to encourage appreciation of dance as an art form. (Var.) 1(1-2)

PED 204 Bowling: Designed for beginning and/or experienced bowlers. Introduction to basic techniques and skills in bowling (ball selection, approach, release, and various steps). Practical experience is stressed. A nominal lane fee is charged for each game. (W,S,SS) 1(1-2)

PED 205 Softball: Introduction to the basic skills and rules of softball (hitting, fielding, running, and field position). Class competition is stressed. (S) 1(1-2)

PED 206 Golf: Instruction in the skills and rules of golf (stance, grip, swing, and club selection). Class experience in use of irons is stressed. (F,S) 1(1-2)

PED 207 Water Safety Instructor: Class organization is based upon American Red Cross program of instruction involving advanced skills and techniques of water safety. American Red Cross certificate issued. Prerequisite: Advanced Life Saving. (SS) 1(1-2)

PED 208 Instructor Sailing: Class organization is based upon American Red Cross program of instruction in small-craft safety. Practical experience in teaching individuals how to handle small day sailers is stressed. American Red Cross certificate issued. Prerequisite: Demonstrated ability to swim and sail. (F,S,SS) 1(1-2)

PED 209 Intermediate Tennis: Development of the intermediate skills in tennis (volley, smash, and lob) as well as improving ground strokes and serving techniques. Basic rules and strategy for singles and doubles are included. Practical experience in class competition is stressed. This course is open to all students who have completed PED 202 or by permission of instructor. (F,S,SS) 1(1-2)

PED 210 Advanced Basketball: A continuation of PED 110—Basketball. Class competition is stressed. (W) 1(1-2)

PED 212 Dance II: Designed to further develop and improve basic dance technique as well as beginning to study and realize dance as a special art form, with a basic introduction to knowledge about the body as a sculptural partnership with space. Prerequisite: PED 203 or permission of instructor. (Var.) 1(1-2)

PED 213 Square Dancing: Designed to teach the basic fundamentals of square dancing: basic step (shuffle), musical timing, types of figures, parts of the square dance, introduction, main figure, trimming, and ending. (Var.) 1(1-2)

PED 216 Advanced Swimming: Designed for experienced swimmers who want to improve their ability in self-rescue techniques and basic strokes. American Red Cross certificate issued. (SS) 1(1-2)

PED 221 Techniques for Teaching Physical Education Activities in the Public Schools: Experience in planning activities for the high school and elementary school and the review of learning the necessary skills and techniques of leadership. Methods, techniques, and organization of Physical Education programs at the secondary level are stressed with some experience in practical application. (Var.) 3(3-0)

PED 222 Techniques of Officiating Sports: Designed for pre-physical education majors and/or other students with a particular interest in individual, dual, and team sports. This course will involve lecture and laboratory experience to expose students to methods and techniques of officiating sports. Safety, sportsmanship and ethics, knowledge of rules, and mechanics of officiating will be of primary concern. (F,W,S) 4(2-4)

PHARMACOLOGY

PHM 101 Pharmacology I: Pharmacology 101 provides an opportunity for the student to gain a basic foundation in the understanding of drugs and drug therapy. The course covers the physiological actions of drugs in the body; drug interactions with other drugs, foods, etc., and the role of the federal agencies regarding preparation, distribution, and experimentation with drugs. The legal aspects of dispensing controlled substances is emphasized. The mathematical principles related to drug therapy are included. The student should gain a basic knowledge of the following types of drugs: anti-infectives, antibiotics, sulfonamides, sedatives, hypnot-

ics, analgesics, anesthetics, diuretics, antihypertensive, hormone-related drugs, and drugs related to gastrointestinal disorders and chemotherapy. The course also focuses on the principles of drug preparation and administration by the nurse including the nurse's observation of patients receiving drugs. Prerequisite: NUR 101. Corequisite: NUR 102. (W) 3(3-0)

PHM 102 Pharmacology II: Pharmacology 102 provides continuation of the safe administration of drugs with students gaining an understanding of the principles involved with administration of oral and injectable medicine. The mathematical principles related to drugs are reviewed. Specific types of drugs to be covered in this course are the vasodilators, cardiotonics, cardiac depressants, anticoagulants, nervous system stimulants and depressants, insulin, and oral hypoglycemics, as well as drugs used for anemias, respiratory disorders, convulsive disorders, and Parkinson's Disease. Prerequisite: NUR 101, 102. Corequisite: NUR 103. (S) 3(3-0)

PHYSICAL SCIENCE

PHS 101 Physical Science I: An introduction to the basic concepts of physics, including mechanics, wave motion, electricity, and heat. Designed for the non-science major. (F) 4(3-3)

PHS 102 Physical Science II: An introduction to basic chemical principles, including the periodic table, nomenclature, and reaction classification. Designed for the non-science major. (W) 4(3-3)

PHS 103 Physical Science III: A scientific approach to the study of the earth and our solar system. Designed for the non-science major. (S) 4(3-3)

PHYSICS

PHY 150 Introductory Astronomy: A general, nonmathematical study of the universe including the earth, the celestial sphere, the solar system, stars, galaxies, and cosmology. (Var.) 4(3-2)

PHY 201 General Physics I: A study of the basic underlying principles of mechanics including uniform and non-uniform motion, static and dynamic equilibrium, rotation, and the effect of inertia. The laboratory sessions are closely related to the theory with emphasis placed on measurement precision and data error analysis. Prerequisites: MAT 121, MAT 122, and MAT 123 or T-MAT Equivalent. (F) 4(3-3)

PHY 202 General Physics II: A study of the physical theories and phenomena underlying heat and sound. The topics covered in heat are the kinetic theory of gases, temperature scales, heat transfer mechanisms, and other areas of thermodynamics. The topics covered in sound are the theory of wave motion, the media of transfer, and propagation. The laboratory sessions are closely related to the theory with emphasis placed on measurement precision and data error analysis. Prerequisite: PHY 201. (W) 4(3-3)

PHY 203 General Physics III: A study of the fundamental laws, units, and theory governing electricity, magnetism, and optics. Particular topics are the atomistic nature of electricity, static and dynamic forms of electricity, magnetic fields, and phenomena indicating both the particle and wave nature of light and the manner in which they compliment each other. The laboratory sessions are coordinated with the theory with emphasis given to the principles involved and the analysis of error in the data. Prerequisites: PHY 202. (S) 4(3-3)

PHY 1040 Applied Physics I: Basic principles of electricity and magnetism: electron theory, magnetism and electromagnetism, series and parallel circuits, and electrical measurement. (W) 2(1-2-0)

PHY 1050 Applied Physics II: Properties and measurement of light and properties and measurement of heat and its effect upon matter. (S) 2(1-2-0)

PHY 1060 Applied Physics III: Systems of measurements; properties of solids, liquids, and gases; and theory of matter, energy, force, and motion. (SS) 2(1-2-0)

PLUMBING

PLU 1115 Plumbing Installations: This course is designed to introduce the students to the tools, fittings, and equipment used by plumbers. The students spend considerable time learning to correctly handle these materials and tools by cutting pipe, threading, caulking, and sweating joints of the various kinds of pipe and tubing. Plumbing installations are made to provide practical applications. Heating devices and the storage and circulation of hot water will be studied. The student will receive practice in the installation of various plumbing fixtures and the proper use of traps. Field trips may be taken to study various types of installations. (S) 3(2-3)

POLITICAL SCIENCE

POL 211 United States Government I: A study of the origins of the United States system of government: the English historical roots, the Parliament, Common Law, the jury system, Magna Carta, British Colonial influences, the Enlightenment, weaknesses of the Articles of Confederation, the Constitution. (F,Var.) 3(3-0)

POL 212 United States Government II: A study of the operation of the United States system of government: interest groups, political parties, elections, the committee system of Congress, the executive and the bureaucracy, and the judiciary. Emphasis is placed on the problem solving aspects of governmental operations. Prerequisite: POL 211. (W,Var.) 3(3-0)

POSTAL SERVICE

POS 101 Postal History and Organization: Modes of delivery of written communications and merchandise from earlier eras to the present are studied. This study includes the present U. S. Postal Service organization and its functions, policies, procedures, and relationship to other governmental agencies. (Var.) 3(3-0)

POS 103 Mail Processing I: Provides an awareness of the interrelated factors necessary to achieve rapid separation of large amounts of mail within specified time and error parameters and on a cost-effective basis. (Var.) 3(3-0)

POS 105 Mail Processing II: Provides an indepth view of revenue determination procedures and flow characteristics involved in receipt, processing, and dispatch of second-, third-, and fourth-class mail. (Var.) 3(3-0)

POS 201 Postal Labor-Management Relations: Laws and practices as related to Labor-Management in the Postal Service are reviewed: current status, current problems and issues, national and local agreement, various bargaining units and associations in the U.S. Postal Service, grievance policy and procedure, disciplinary action policy and procedure, and the National Labor Relations Board. (Var.) 3(3-0)

POS 202 Postal Service Finance: Auxiliary functions such as office, accounting, administrative, warehousing, and distribution services are studied. Planning of revenues and facilities and the control of operations is emphasized. (Var.) 3(3-0)

POS 203 Postal Employee Services: The operation and functions of the Postal Service Personnel office are examined in detail. Policies relative to selection, placement, training, and promotion of employees are reviewed. Salary and wage schedules, insurance and retirement benefits, awards program, and safety and health policies and procedures are also studied. (Var.) 3(3-0)

POS 205 Postal Delivery and Collection: Problems in collecting mail from diverse points and delivering it to collection centers for processing and further delivery to multiple, diverse recipients are studied. The organizational structure and the physical facility of a metropolitan postal system are analyzed. Policies regarding all aspects of collection and distribution are reviewed. (Var.) 3(3-0)

POS 206 Postal Customer Services: Overview of all services provided to postal customers, including non-postal services, and training in customer relations and retail marketing techniques. (Var.) 3(3-0)

POS 208 Postal Problems Analysis: Situation, problem, decision, consequence, and solution analyses are applied to Postal Service problems. Problems related to personnel selection and evaluation, job classifications, communication, automation, and costs are explored. (Var.) 3(3-0)

PRACTICAL NURSE EDUCATION

PNE 1510 Anatomy and Physiology: Complete study of the general plan of the human body and its ten systems. Study of how the body controls its functions, stands erect, and moves; how digestion of food takes place; how the body removes waste products; and how the body provides for reproduction and survival. (F) 6(6-0-0)

PNE 1511 Microbiology: A general presentation of bacteria and viruses with emphasis on culture, identification, and interpretation of these organisms in selected practices as related to nursing. The student has the opportunity to learn the nursing principles used in the control of microorganisms. (F) 3(3-0-0)

PNE 1512 Nutrition and Diet Therapy: This course is designed to give the student the basic knowledge relative to normal nutrition in health and disease. Special emphasis is placed on normal nutrition in the selection and quality of nutrients to meet the needs of people in health and sickness. (F) 3(3-0-0)

PNE 1513 Pharmacology I: An overview of basic math principles is given. Apothecary and metric systems are introduced. Calculating dosages of drugs from hypodermic tablets, solutions, insulin, and antibiotics for children and adults are studied. (F) 2(2-0-0)

PNE 1514 Fundamentals of Nursing: A complete study of fundamentals of nursing procedures based on scientific principles, including the historical as well as the legal aspects of nursing. (F) 8(6-4-0)

PNE 1516 Clinical Practice I: This course is designed to provide the student an introduction to the clinical setting and to allow the student to perform simple nursing procedures under the supervision of the nursing instructors. (F) 0(0-0-2)

PNE 1520 Medical/Surgical Nursing I: Introduction to medical/surgical nursing. Complete study of pre-operative and post-operative care of the patient, including anesthesia. Complete study of patients with general and specific nursing care problems in nosocomial infections, cancer, diseases and disorders of the respiratory system, and diseases and disorders of the blood and blood forming organs, including communicable diseases of these systems. (W) 5(4-2-0)

PNE 1521 Maternity Nursing: Provides opportunities for the student to learn the nursing care of the maternity patient during the entire maternity cycle, introduces the concept of maternal and family health and the importance of family relationships during the maternity cycle, and assists the student in recognizing the normal and abnormal aspects of pregnancy and birth. The student is exposed to the nursing care of the newborn. Laboratory experience is provided in the clinical setting. (W) 4(4-0-0)

PNE 1522 Pediatrics: Introduces the student to the growth and development of the normal child, the principles of the care of children, behavioral patterns of children in illness, and conditions and diseases both medical and surgical of various ages. (W) 4(4-0-0)

PNE 1524 Clinical Practice II: Clinical practice of nursing skills, treatments of selected patients in medical and surgical conditions in the clinical facility, and nursing care of the maternity patient and newborn infant. (W) 6(0-0-18)

PNE 1530 Medical/Surgical Nursing II: Complete study of patients with general and specific nursing care problems in diseases and disorders of the cardio-vascular, gastrointestinal, urinary, and reproductive systems including cause, treatment, and prevention, and communicable diseases of these systems. (S) 4(4-0-0)

PNE 1531 Pharmacology II: Designed to give basic understanding of drugs and their action and effect in the human body. The student is introduced to the principles of drugs. Emphasis given to the assessment of patients receiving drugs and to reporting and recording accurately drugs given. (S) 4(4-0-0)

PNE 1532 Psychiatric/Mental Health Nursing: A course designed to teach the student practical nurse the fundamentals of good mental hygiene and mental health. The student is exposed to personality structure and development with integration of the common psychiatric disorders. (S) 4(4-0-0)

PNE 1533 Clinical Practice III: A continued study of patients of all ages in medical/surgical conditions, nursing care of children in health and diseases of all ages, nursing care of the maternity patient and the newborn. Introduction to long term illness and the administration of medications. (S) 6(0-0-18)

PNE 1540 Medical/Surgical Nursing III: Complete study of patients with general and specific nursing care problems of diseases and disorders of the endocrine system, nervous system, the eye and ear, skin and musculo-skeletal system including allergic conditions and communicable diseases of these systems. (SS) 4(4-0-0)

PNE 1541 Issues/Trends: Reemphasizes legal roles of Practical Nursing and prepares for graduation and the functions of a Licensed Practical Nurse. The role of continuing education whether voluntary or mandatory is discussed. Introduces student to disaster nursing and the legal role of giving first aid. Certification in Cardio-Pulmonary Resuscitation is included. (SS) 3(3-0-0)

PNE 1542 Long Term Illness: A course designed to teach the student various aspects of a long term illness. Specific diseases common to long term illness and nursing care are covered. The student is introduced to the physical and emotional process of death and dying. The geriatric population and special geriatric needs are discussed. The concepts of prevention and rehabilitation are developed throughout the course. (SS) 3(3-0-0)

PNE 1543 Clinical Practice IV: Advanced arts and skills of caring for patients of all ages, total patient care of specific diseases; continued practice in maternity nursing, newborn nursery, pediatrics, and in special areas; and the administration of medications. (SS) 7(0-0-21)

PSYCHOLOGY

D-PSY 100 Personal Development: As education changes to keep pace with technology and social development, so must the student adapt and acquire skills he needs for academic and life-long success. This course utilizes educational psychology in an informal setting in which the emphasis is on the study of personality, particularly as it relates to one's goals, ideals, and self-concept. (F,W,S,SS) 3(3-0)

PSY 201 General Psychology I: Emphasizes psychology as a science of behavior; man as a biological organism in a social world; man as a motivated person with attitudes, emotions, needs and desires; and man as a thinking, imagining, reasoning, and learning person. (F,W,S,SS) 3(3-0)

PSY 202 General Psychology II: This course continues the study of behavior with emphasis on various theories of personality development and how they relate to adjustive behavior. (W,S,SS) 3(3-0)

PSY 231 Child Growth and Development: A study of the principles of growth and the development of the child, beginning with prenatal factors. Biological, emotional, social, and intellectual aspects are examined. Prerequisite: PSY 201. (S) 3(3-0)

PSY 1060 Industrial, Community, and Personal Relations: A study to promote a clear understanding of the basic principles of human psychology, particularly as applied to the personal relations involved in successfully holding and performing a job in modern industry. (S) 2(2-0-0)

READING

RED 90 Reading Skills Lab: This lab is an individualized, self-paced course for the student with deficiencies in the very basic reading skills as determined by scores on the admissions tests.

Each student's strengths and weaknesses are diagnosed and a prescription of specific sequential skills for mastery is written for each student. Graded on a pass/repeat basis. (F,W,S,SS) 1*(0-3)

RED 91 Fundamentals of Reading: This course is designed to strengthen the student's basic reading skills: word attack, word recognition, and comprehension. Vocabulary building and listening skills will also be emphasized. This course utilizes whole class and individual instruction methods and is designed to be a one-quarter course, although upon recommendation, a student may continue into a second quarter. Graded on a pass/repeat basis. (F,W,S,SS) 3*(3-1)

D-RED 100 Advanced Reading: This course is designed to refine existing skills in reading which are necessary for competent and efficient work in college level courses. Areas emphasized are evolution of the language, reading mechanics and theories, critical reading skills, developing speed and flexibility, and vocabulary expansion through the study of Latin and Greek affixes and roots. (F,W,S,SS) 3(3-1)

SOCIOLOGY

SOC 100 Introduction to Social Work: Beginning study of the profession of social work. Special emphasis is given to the purpose and settings where social work is practiced as well as an exploration of career possibilities. (Var.) 3(3-0)

SOC 201 Introduction to Sociology I: An introduction to the essential concepts and principles of sociology including an analysis of the structure and function of society and culture, personality, socialization, role, status, social control and deviation, social groups, institutions, and the family. (F,Var.) 3(3-0)

SOC 202 Introduction to Sociology II: This course continues the study of social organizations and includes the processes of social interaction, concepts of human ecology, social and cultural change, and social movements. (W,Var.) 3(3-0)

SOC 203 Introduction to Social Welfare: A pre-professional course designed to introduce the broader system of social welfare services and institutions. Concepts of human services and service delivery will be introduced. (Var.) 3(3-0)

SOC 204 Fundamentals of Interviewing: Introduction to the interview as a basic tool in social welfare practice. Consideration is given to understanding the interviewee, understanding oneself as the interviewer, implications of cultural background for the interview, basic attitudes in interviewing, and methods and skills in interviewing. (Var.) 3(3-0)

SOC 206 Marriage and the Family: Analysis of sexuality, sex roles, courtship, mate selection, procreation; tracing and analysis of developing forms and functions of family relationships; and the effects of contemporary social changes in family life. (S) 3(3-0)

SPANISH

SPA 101 Elementary Spanish I: An introduction to the basics of Spanish pronunciation, grammar and civilization. Emphasis is placed on developing the skills of speaking, reading, writing and comprehending the language. Topics include present tense verbs, cardinal numbers, weather, dates and the correct usage of pronouns and adjectives. No previous study of Spanish is required. (F) 3(3-1)

SPA 102 Elementary Spanish II: A continuation of SPA 101. Topics include object pronouns, commands and the preterite and imperfect tenses. Prerequisite: SPA 101 or equivalent. (W) 3(3-1)

SPA 103 Elementary Spanish III: A continuation of SPA 102. Topics include reflexive verbs, the formation of present and past participles and the future, conditional, present subjunctive and perfect tenses. Prerequisite: SPA 102 or equivalent. (S) 3(3-1)

SPA 151 Intermediate Spanish I: A review and expansion of elementary grammar concepts. Development of an increased vocabulary with emphasis on reading, writing, speaking and comprehension skills. A further understanding of Spanish culture through literary works and conversations. Prerequisite: Two years of high school Spanish, SPA 101-103 or equivalent. (F) 3(3-1)

SPA 152 Intermediate Spanish II: A continuation of SPA 151. Topics include a study of the subjunctive and is four verb tenses and a study of the uses of simple and compound prepositions. Excerpts from *Don Quixote* are read. Prerequisite: SPA 151 or equivalent. (W) 3(3-1)

SPA 153 Intermediate Spanish III: A continuation of Spa 152. Topics include a study of adjectives and adverbs, the passive voice and Spanish idiomatic expressions. An oral presentation is given. Prerequisite: SPA 152 or equivalent. (S) 3(3-1)

SPA 200 Selected Readings in Spanish: A course for those able to read Spanish literature. Selections of short stories and drama will be used and literary interpretations will be included. Prerequisite: Three years of high school Spanish or the completion of SPA 153. (Var.) 3(3-0)

SPEECH

SPH 101† Voice and Diction I: Vocal and auditory mechanisms and exercises in phrasing, projection, pitch, and rate. Emphasis on vocal variety through the oral interpretation of non-dramatic literature. (F,W,S,SS) 3(3-0)

SPH 102† Voice and Diction II: Emphasis on the separate sounds of speech through the study of the manner and placement of the articulators as each of the forty-five American English phonemes are formed; standard general American and regional pronunciation. (F,W,S,SS) 3(3-0)

SPH 103 Introduction to Phonetics: A study of the International Phonetic Alphabet as used in standard general American and regional speech. (S,SS) 3(3-0)

SPH 201 Public Speaking: Speech preparation and delivery and practical training in presentation of short speeches. (F,W,S,SS) 3(3-0)

SURGERY

SUR 1101 Introduction to Operating Room: This is an introductory course devoted to developing an understanding of the principles of operating room technique and to acquiring fundamental skills essential to assisting in the operating room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room techniques; operating room personnel duties; and ethical, moral and legal responsibilities. (W) 4(3-3-0)

SUR 1102 Surgical Procedures I: This course includes procedures for general surgery, obstetrics and gynecology, opthalmology, otorhinolaryngology, plastic surgery, oral surgery, urology, orthopedic surgery, thoracic surgery, and cardiovascular and peripheral vascular surgery. (S) 5(4-3-0)

SUR 1103 Surgical Procedures II: This course is a continuation of Surgical Procedures I and includes procedures for general surgery, obstetrics and gynecology, opthalmology, otorhinolaryngology, plastic surgery, oral surgery, urology, orthopedic surgery, thoracic surgery, and cardiovascular and peripheral vascular surgery. Prerequisite: SUR 1102. (SS) 4(3-3-0)

SUR 1104 Clinical Procedures I: The student is given an opportunity to demonstrate in an actual clinical situation his ability to assist a surgeon in the procedures learned in the classroom. (S) 5(0-0-15)

SUR 1105 Clinical Procedures II: This course provides the student with a continuing opportunity to practice their clinical skill in an actual clinical situation, with supervision and critique of procedures. Prerequisite: SUR 1104. (SS) 8(0-0-24)

SUR 1106 Seminar I: This seminar time will be used to review experiences received in Surgical Procedures and Clinical Procedures I. (S) 2(2-0-0)

SUR 1107 Seminar II: This seminar time will be used to review experiences received in Surgical Procedures and Clinical Procedures II. (SS) 1(1-0-0)

*Denotes preparatory credit (non-transferable).

*Both SPH 101 and 102 are recommended for ease of transfer.

TECHNOLOGY

T-TEC 201 Technical Report Writing I: A study of fundamentals of technical writing. Exercises in developing skills, techniques, graphic devices, and writing business correspondence are completed by the student. Prerequisites: ENG 101; ENG 102 is recommended. (W) 2(2-0)

T-TEC 202 Technical Report Writing II: A study of reports and proposals. Exercises in writing special elements of reports are completed by the student. Practical application in the preparation of a full-length technical report is required of each student at the end of the term. Prerequisite: T-TEC 201. (S) 2(2-0)

WELDING

WLD 1101 Basic Gas Welding: The course is designed to teach the air conditioning and refrigeration student basic elements of gas welding. The emphasis will be on light welding, brazing, silver soldering, and soft soldering. Shop safety will be stressed in this course. (S) 1(0-0-3)

WLD 1401 Basic Welding: This course is designed to acquaint automotive mechanic and machinist trade students with basic welding principles and techniques. Instruction includes welding shop safety, proper use of equipment, gas welding and brazing, oxygen-acetylene cutting, and arc welding. (Var.) 3(2-0-3)

A GLOSSARY OF COA TERMS

Academic Calendar: Appears in the first few pages of the current catalog. Gives important dates for each quarter. For example, last day to drop without penalty, holidays, graduation, etc.

Admission: Fulfilling all entrance requirements by completing your admissions file—application, high school transcript or GED score, and all other college transcripts—before you sign up for classes.

Advisor: The instructor or counselor to whom you are assigned to help you register for the correct classes. A *primary* information and source of help. All drop/adds and withdrawals are initiated with your advisor.

Application to graduate: A form that all students must complete with their advisor *6 months* before they plan to graduate.

Audit: Provides you with a chance to try a course without flunking it. No grade or credit is awarded, and exams are not usually required. Attendance is necessary. Must be declared at the time of registration.

Catalog: The main publication of COA. Contains all policies, procedures, as well as academic and financial information. Sometimes called, "the book." Your contract with COA that you need to read and understand.

Change of program: Changing from one degree or diploma program to another; for example, from liberal arts college transfer to business administration technology. In some program changes your grade point average may change for graduation purposes.

CLEP (College Level Examination Program): One type proficiency exam which students can take to earn college credit for extensive knowledge.

College transfer: One of four major instructional divisions. Implies the first two years of a four-year bachelor's degree.

Counselor: Not like a principal or psychiatrist but a professional with whom you can talk in confidence about any type problem. There are several at COA.

Cooperative education: Combining classroom instruction with a part-time job related to your area of study.

Credit hour: A unit of academic credit. Students must earn a certain number of credits (depending on the program) to graduate. Usually the number of credit hours for a course indicates the number of hours per week you will be in that specific class.

Curriculum code: A "C," "T," "V," or "G" (which respectively stands for college transfer, technical, vocational, or general/special credit) followed by three numbers as in C011, T018, V032, and G030. Refers to one's program of study.

CWSP: College Work-Study Program—one of several sources of financial aid for students.

Dean: There are three at COA. The Dean of Instruction is responsible for all academic programs. The Dean of Administrative Services handles all business office, food services, and buildings and grounds responsibilities. The Dean of Student Development is responsible for a wide range of student related services from admissions through graduation including counseling and student activities.

Department number/Course number/Section number: Best explained by example:

*[1]Dept.	*[2]Course	*[3]Section	*[4]Course Title
BIO	101	5	General Biology I
TDFT	206	1	Design Drafting
AUT	1110	2	Auto Electrical System

*[1]The department number found in the course description section of the catalog is always *[2]3 or 4 (all caps) letters.

*[3]Course numbers are always 2, 3, or 4 digits.

Section numbers appear on class schedules since courses are usually offered more than once each quarter. When you register, a section number must be entered on your class schedule.

Drop/add: If you have signed up for a course you do not need or if that class is cancelled, you must complete a Registration Change Notice with your advisor. Same applies if you need to add.

Divisions: Four instructional divisions each headed by a director. These include college transfer, technical, vocational, and adult or continuing education.

Elective: A course that is accepted toward fulfillment of credit for a degree but is not necessarily required for that degree, so termed because you "elect" or choose to take the course.

G.E.D.: General Education Diploma. A nationally recognized high school equivalency diploma awarded for successfully completing the GED test.

G.P.A.: Grade point average. Obtained by dividing the total number of points assigned to the letter grades you have earned by the total number of credit hours you have attempted in a given period. Same as quality point average.

"I" grade: A deficiency in the quantity of work accomplished. Given only when circumstances do not justify giving a specific grade. Must be removed by the end of the quarter following the one in which the incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes Summer Quarter). If not removed within this time, the Incomplete (I) becomes a Failure (F).

ID Card: The card you receive when you pay your tuition and fees at each registration period. Identifies you as a full-time student and allows you free admission to most COA events.

Intramurals: Organized athletic events and teams of COA students and sometimes staff. Lots of fun. Join them.

LRC: The Learning Resource Center. More commonly known as the library.

Major: The academic area in which you specialize. Same as curriculum and programs of study.

NDSL (National Direct Student Loan): Used to be called National Defense Student Loan. A source of borrowing money for college. Must be repaid by the student.

PELL (PELL Grant): Formerly the Basic Education Grant which is available for certain income level students.

Placement test: A 2½ hour exam on reading, math, and English required of most curriculum students. Used primarily for course-level placement.

Prerequisite: A course which must be completed before you can register for a more demanding or higher numbered course.

Proficiency exams: Taken to earn college credit for subjects in which you already have extensive knowledge.

Quarter: A year at COA is divided into four quarters of 11 weeks each. These are known as Fall, Winter, Spring and Summer Quarters.

Registration: The period before each quarter begins when you sign up for your course and pay fees. Not to be confused with "admission." You must register each quarter.

SAR: Student Aid Report.

Sequence: A continuous series of courses to be taken in a specific order.

Student Senate: The student governing body that utilizes the student activity fees to plan activities and special events during the year.

Technical: Implies a two-year, normally-terminal, career-oriented degree program. Drafting and Design Technology and General Office Technology are examples.

Used Bookstore: Operated by the Nu Nu Chapter of Phi Theta Kappa, National honor fraternity. Its purpose is to provide a used bookstore service for students. Used books may be bought and left on consignment for resale.

Vocational: Refers usually to one-year trade program at COA. A diploma is awarded upon the completion of a vocational trade such as automotive mechanics, practical nursing, and cosmetology.

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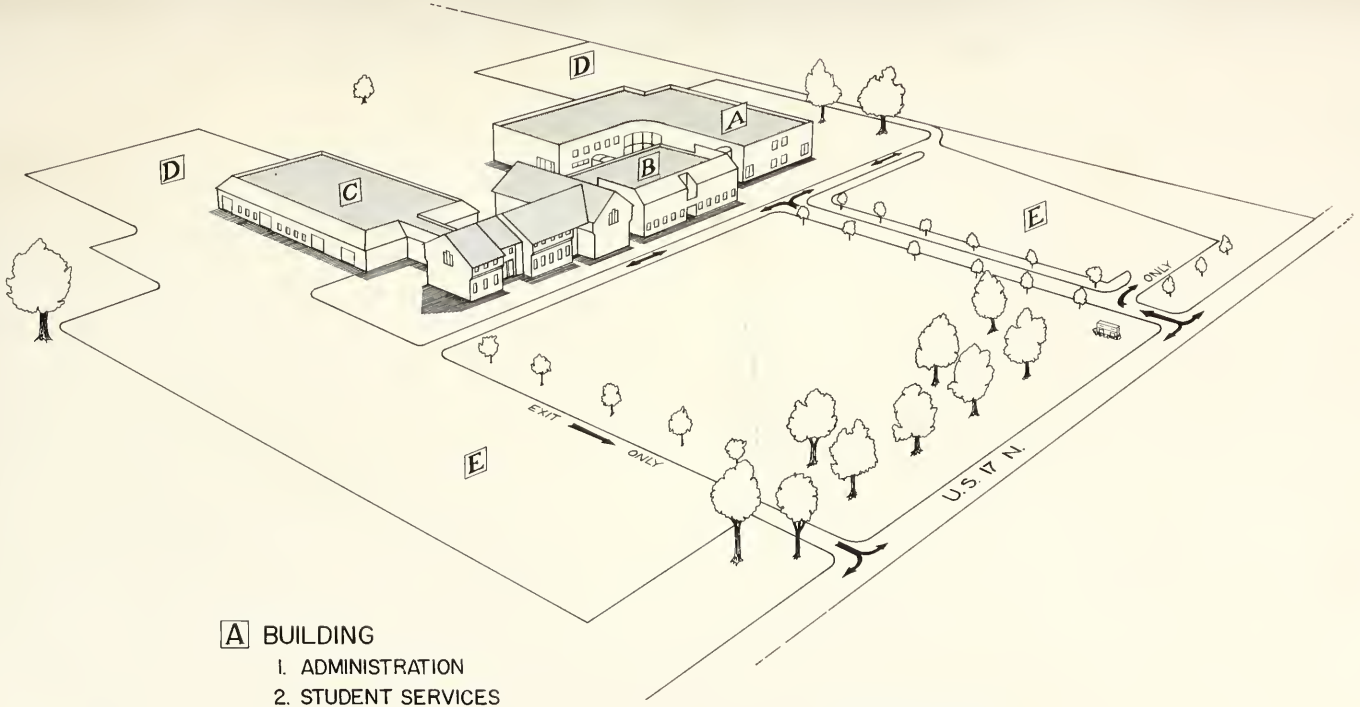

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B BUILDING
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3. CLASS ROOMS

C BUILDING
1. VOC-TEC DIRECTOR
2. SHOPS-LABS
3. CLASS ROOMS

D EMPLOYEE PARKING

E STUDENT-VISITOR PARKING

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